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WHAT IS PAST IS PROLOGUE[1]

IT IS fitting that those who have assisted in the progress of the Historical Records Survey should learn how much has actually been accomplished and how much remains to be done. It is also important that, after a most careful evaluation has been made of the completed work and of the methods used in reaching the goals already attained, blueprints be drawn for the future day after the war when the survey will again be continued. I say "will" rather than "may" because it is inconceivable that there will be permanently discontinued an undertaking which, beyond question, has been the largest scale project of its nature ever undertaken by any nation at any time and which has produced, in spite of obvious shortcomings, a remarkably valuable result. Its mode of operation and its structure may be altered and its goals enlarged or modified, but the momentum which it has steadily gained over the period of six and a half years cannot be lost even with the interruption of an earth-shaking war.

Before we discuss plans for future activity, let us glance back over the road we have traveled. A year ago we had overcome a number of difficulties by stabilizing procedures and by introducing new policies which led to various technical improvements in the quality of the publications. At the same time the rate of their issuance had been accelerated. The support of the sponsors and co-operating sponsors throughout the country had contributed immeasurably to our efforts in Washington and in the state editorial offices. It was reported then that 1,337 publications had been issued up to June 21, 1941, an increase of 481 volumes in one year.

There were several factors which, we then felt, would alter the emphasis of the work of the survey. The new appropriation for the fiscal year ending June 30, 1942, would curtail the total number of persons employed by the Work Projects Administration by approximately one-third. This cut was subsequently effected. The personnel, trained in the tasks peculiar to the survey, would find their way to

[1] An abstract of a report read at the annual meeting of the American Library Association, June 23, 1942.

employment in our expanding industries or would be transferred to certified WPA defense projects. The events have borne out this prediction. Further reductions followed in rapid succession until on January 1, 1942, we had only four persons—including a secretary—left in Washington. Obviously, administrative and in some instances technical authority had to be delegated almost completely to the state supervisors.

The competence and loyalty of the state supervisors and their assistants rose to the occasion as the difficulties increased both in Washington and in the states. Almost heroic efforts were exerted by state editorial offices to meet the situation and to carry the work forward in spite of all odds. This they did in addition to new work directly connected with the war effort. Because of the loyalty, integrity, and persistence of these men and women the results, as measured in terms of new publications, exceed those of last year. This year's total is 609 as measured against 481 for the year 1940-1941, bringing the grand total to date to 1,940. There is every reason to believe that when the publications now being printed or mimeographed are issued the number will exceed 2,000. Deterioration in the quality of these publications, which we had every right to expect, has not taken place. This fact has surprised us more than anything else this year.

This year, 134 published volumes in the Inventory of Federal Archives series have been issued, bringing the total to 584. This virtually completes this phase of the program initiated in February, 1936, as a nation-wide project sponsored by the National Archives and for which the Historical Records Survey assumed responsibility in July, 1937. Only in a few states does there remain a small number of completed inventories which, due to the national crisis, may not be mimeographed. Those which cannot be published will be forwarded to the National Archives where they may be consulted. The fact that this work has been completed is due in large measure to the efforts of Dr. and Mrs. Philip M. Hamer of the National Archives staff.

The number of published Inventories of State Archives has advanced from 11 to 28 volumes. This work was initiated quite late in the program's history when the curtailment of personnel caused the state directors to suspend work in rural areas and concentrate many of the remaining workers in cities where the editorial headquarters were located. In a number of instances this meant the state capitol. The states in which the greatest amount of work in this

field has been done include Louisiana, North Carolina, Wisconsin, Ohio, Michigan, and California. The number of volumes published represents but a small fraction of the work completed or approaching completion. In a future continuing program, a relatively large number of publications could be issued in a short time because of the amount of field and editorial work already completed. There is no way of ascertaining in how many departments of state governments the work has been completed until the inventories of our editorial files in the forty-eight states have been forwarded to Washington. If the reports from the twelve states already received are indicative of what we may expect from the other states, we can underscore in red this phase of the program for future planning.

In the Inventory of County Archives series, the number of publications has advanced from 504 to 628, an increase of 124. The best estimates which we can make, based upon incomplete reports, indicate that the field work has been completed in ninety per cent of the 3,066 counties in the country. In the tons of material which will be deposited for the duration of the war in state archives, state libraries, and state universities, not only will unpublished inventories of county records be included but also tremendous quantities of rechecked transcriptions and abstracts of source material, upon which the state editors have relied in compiling the historical sketches and governmental organization essays contained in these inventories. In quantity this material staggers the imagination. From this material authentic local history—as differentiated from the antiquarian pseudo-genealogical histories of the '70's, '80's, and '90's—can be written. Since this portion of the survey program has been the core or heart of its existence, questions will arise—in fact, they have already arisen—as to why the efforts of the survey were "dissipated" or syphoned to other activities. There is an answer to these questions which I shall give later in this paper.

The number of published Inventories of Municipal and Town Archives has advanced during the year from 131 to 180, a gain of 49. As with the Inventory of State Archives, the publications in this series only suggest what has actually been completed though not yet made generally available.

The manuscript program has also advanced considerably. To the 64 guides, calendars, and lists which had been issued a year ago we have added 43 new ones, bringing the total to 107. Perhaps the two most significant manuscript publications are the *Guide to Manu-*

script Collections in New York State, which is supplemented by a similar publication for New York City, and the *Guide to the Manuscript Collections in the Archives of the North Carolina Historical Commission.* The Georgia and the Montana projects are following the example set by the North Dakota project in issuing guides to unpublished graduate theses in their respective states. The Inventory of Manuscript Accessions for 1941 is being published as an appendix to the Annual Report of the American Historical Association. In these two activities we have again set a pattern for future work when the war ends. A revised check list of all of the publications of the survey, which we hope to have issued before October, will contain the titles of the new manuscript publications and those now being mimeographed or printed.

Many new Church Archives Inventories and Directories have also been published this year. The total has risen from 97 to 164 volumes, a net gain of 67. In spite of the many factors which have tended to hinder the efforts of the state editors, the technical quality and the accuracy shown in the volumes of this series have improved to a greater degree than those in any other phase of our program. The outstanding inventories in this field have been the *Inventory of the Church Archives of Massachusetts: Universalists* and the *Inventory of Church Archives: Society of Friends in Pennsylvania.* An important directory was *A Directory of Churches and Religious Organizations in Greater Detroit.* The continued review of this material in Washington prior to publication was made possible by the generous contributions of the American Jewish Committee, the American Catholic Historical Association, the Presbyterian Historical Association, the General Council of the Congregational Christian Churches, and the Church Historical Society of the Protestant Episcopal Church, through the Library of Congress.

Some who have spoken about the survey previously have created quite innocently an erroneous impression regarding the work of the American Imprints Inventory. Reports have stated that from 7,000,000 to 8,000,000 imprint slips taken from catalogue cards in thousands of libraries throughout the country have been filed in the central editorial office. How this count was made we do not know. Let us call it an administrative error, for certainly the tireless HRS workers in the field were not to blame. The corrected figure is slightly smaller than 15,000,000. This enormous mass of material has been given to the Library of Congress in accordance with the plan origin-

ally made when this inventory was undertaken. The physical custody of the files has been given to the Wisconsin Historical Society for the duration. Ten additional volumes for the following states have been published during the past year: California, Louisiana, Nebraska, New York, Ohio, Tennessee, Wisconsin, and Wyoming. Twelve more have been edited and approved for publication. The last numbers assigned were 48 and 49, to two Texas check lists. We hope that most of these will be issued.

While only two new volumes have been added to the American Portrait series, I would like to call your attention to one book in particular now in press. Intrinsically important, it is even of greater importance as an illustration of how the "theory of progressive bibliography," so strongly advocated by Dr. Luther H. Evans, the late Robert C. Binkley, and others, has worked in the past and how it can be successfully employed in a future program. Over a year ago, the New Jersey project issued a book entitled *1440 American Portrait Artists, 1663-1860,* to be used as a tool by those compiling inventories of American portraits. As the publication date approached, the editor, Dr. George C. Groce, felt certain that quite a number of additional names might be found if the date were postponed. Copies of the published volume were sent to strategic libraries and museums where they were carefully checked by Historical Records Survey workers and interested scholars. By this co-operative method, new names long suspected by the editor were located, and the revised volume will contain 2,900 names. Since the value of this kind of book can be more than doubled in such a short time, I strongly recommend that this method be employed more widely in the other fields of scholarship in the future.

During this year check lists of newspapers have been issued in Texas and Louisiana. Others will be issued this summer in Wisconsin and Mississippi.

In spite of new work introduced to assist the defense program which became the war effort, this year's results, so far as the work common to all of the state projects is concerned, have been better than those of last year. Other very important phases of our program have suffered, however. The Annotated Bibliography of American History, which was announced as having been completed by Dr. George M. McFarland last year, is one casualty. It is true that 3,000 new annotated titles were added to the 29,000 which had been edited a year ago. The District of Columbia project was closed on

July 1 of last year, which cut off all clerical and editorial assistance. This exceedingly valuable bibliography, now safely deposited in the Library of Congress, should be given an A-1 priority rating for post-war work. Little more than some reclassification and proper arrangement is necessary before it can go to the printer.

The enormous Atlas of Congressional Votes which is to indicate by graphs and maps every roll call of the Senate and House of Representatives prior to 1933, which is more than fifty per cent complete, has had to be suspended. I have been informed by Mr. Clifford L. Lord, consultant, that it is to be moved from the New Jersey project office to Columbia University for temporary deposit this month.

The Bibliography of American Literature, upon which a very great amount of time and effort has been expended, will remain at the University of Pennsylvania. Large quantities of materials on historic sites in a number of states must go to storage also.

We do not know definitely at the present moment whether the series of Messages and Papers of the Presidents, 1898-1938, and the Executive Order Index will be published or not. It is probable that at least a beginning will be made.

The accumulated files of the survey have proven to be most useful this year for purposes which never had been considered when the project was initiated early in 1936. Many Guides to Public Vital Statistics, based largely upon data found in the published and unpublished inventories of state, county, municipal, and town records, have been distributed to all of the state vital statistics offices so that each state office might have necessary information about the location of birth and supplementary vital records throughout the country. They have also been of great value to large industrial organizations which are holding war contracts and which have had to recruit thousands of workers from other states and other regions. Proof of citizenship has become essential to the war effort, and the survey has made a distinct contribution. Guides to vital statistics found in church records have been compiled and distributed in a similar manner. These have proven to be particularly valuable for states in which the keeping of public vital statistics records was not required by law prior to 1905 or 1910. An official in another federal agency in Washington which is using these guides estimated that this work could not be duplicated for less than $4,000,000. The Bureau of the Census is assisting in this work at the moment by contributing to the salary of

a reviewing editor in the central office. A good start has been made in compiling Guides to Naturalization Records.

Very useful Guides to Maps are being issued for the state defense councils. Again, these books are based upon information found on countless thousands of field forms which the survey workers have filled during the past six years, in the normal work of the program.

I hardly need to mention to this audience the assistance given by the Historical Records Survey to the central and state committees on Conservation of Cultural Resources. When the state committees were established they were informed that the survey projects already had the necessary legal authorization in the presidential letters, which govern all project operations, to render this assistance. The close cooperation between the central committee office and the central Historical Records Survey office was reflected in many states where in some instances the project sponsor became chairman of the committee or one of its active members. In other instances the survey supervisor became secretary of the state committee. As soon as the state committees organized themselves, work began immediately in making inventories of space in areas which were felt to be reasonably safe from possible bombing or other hazards and dangers of war. The information was used by the local committees in making recommendations to institutions within their states which needed such space for the removal of their most valuable holdings. The information was also forwarded to the central committee in Washington so that institutions from other states, particularly those states facing the two oceans, could learn what space was available in the interior of the country.

Under the same program the survey workers have also assisted librarians, curators, and public officials in making lists of the more valuable material in vulnerable institutions which would have priority if and when the evacuation of it should become necessary. I wish it were possible to learn how frequently the survey files were used in this work because in them, of course, were deposited thousands of inventories already made for peacetime pursuits. Some day, when time is less pressing, I hope that the story of this emergency work may be adequately written.

Let us now turn toward the future. Although thirty state projects are still in operation and new publications are being issued at the rate of approximately 40 per month, the work in all states will cease during the summer months. It is quite apparent to those who have

examined the final inventories of the files for those projects which have already been suspended, that ten times as much inventory and research material has been collected and placed in orderly arrangement as has been published. What an extraordinary background this is against which new plans can be drawn! What a vast amount of material awaits editing and publishing! Can anything be done about it? For the present, aside from completely edited inventories which will be published by the project or the project sponsors, and aside from certain material which may be used by graduate students as suggested hitherto, the answer is clearly in the negative. We are engaged in a titanic struggle in which our whole philosophy of living is at stake. This total war is requiring our total effort.

It is then to the postwar period that we must direct our thinking. The reconstruction of a shattered world, with cities and towns decimated, with the peoples of many nations numbly facing famine and starvation and with economic and political systems in chaos, will call upon the energies and resources of America as they have never been called upon before. The costs of reconstruction will greatly surpass the costs of the war. Few if any of us actually comprehend the significance and only vaguely realize the implications of these expenditures. Moreover, even the economists are far from being in agreement on matters such as postwar employment or unemployment.

While I dare not predict what the postwar employment or lack of it may be, I would like to point to the fact that much of the very best work which has been done by survey workers has been accomplished by persons who, because of physical handicaps or age (which in our modern world is a very relative term) or sometimes because of the lack of age, have not been considered employable in our business and industrial life. Parenthetically, I should like to ascertain at the present moment in just what activities contributing to the war effort many of these "unemployable" individuals are now engaged. There will be these same groups of people and there will also be a new group of our fellow countrymen who will have been physically incapacitated in the battles to save the American way of life. There may also be another large group who cannot be fitted into the postwar worlds of education, business, and industry.

If, in time, we approach an economic pattern in the postwar era which resembles that which we have known during the past ten years, then surely there will be an opportunity for the work of the Historical Records Survey to go forward. The kind of work in which we

have been engaged is, in a broad sense, never done. It will engage the attention of some of our grandchildren as it did some of our forefathers. But since it has been proven that so much can be accomplished in such a relatively short space of time when we can employ the energies of so many people, I count myself as one of those impatient individuals who would like to see the survey reopened on a scale comparable with that on which it has functioned in the past.

I say that this is not only good for the future scholarship of America, but exceedingly good for those who will become engaged in it. The enthusiasm for this kind of work, the growing realization of its long-range importance to American living, to say nothing of American history, which has been engendered in the lives of those who have been a part of it, can scarcely be understood by those who have merely used the published results of the survey. I have taken many field trips from Washington to try to interpret the over-all importance of the work in which the survey has been engaged. I must confess that many times I have learned more than I have been able to give. By evening camp fires in Arizona, in the libraries and on streets of New York and New Orleans, in the rolling blue-grass country of Kentucky and by the raging wintry sea off Portland, Maine, or the quieter water near Los Angeles, I have listened to the outpouring of local and national history by state directors, by workers and editors. They knew their sources of information and they cited them. They gave me something that is found too infrequently in our colleges and other institutions of higher learning. I think, in discussing the survey, we have never stressed enough its value to the 25,000 or more persons who, at one time or another, have been connected with it. May I intensify a note I sounded two years ago? To have the graduate schools of America's universities use increasingly the product of the unemployed is a new if not revolutionary practice in American education.

From the point of view of its cost, I am quite certain that any intelligent taxpayer would feel that the money appropriated had been well spent, once he was shown the direct and the indirect results of our work. The two thousand widely distributed volumes are but a portion of the result. When we count the material which can be published in 10,000 or more additional volumes, we come nearer a justification of the work. But this is not enough. The thousands of records rooms and vaults in which order has been brought out of chaos—the courthouse attics and basements which have been remade into usable

libraries of local records—all must be added to the credit side of the ledger. This work had to be done before accurate and usable inventories could be made. Yet this valuable by-product of the survey would have been a most worthwhile project in itself.

The survey never became engaged in constructing annexes or wings to courthouses or building fireproof vaults. Yet they were built all over this country as a result of the focus brought upon the housing conditions in our public buildings by the survey workers. It may have been brought to your attention previously that in Tennessee alone 25 per cent of the courthouses were enlarged or had ample fireproof vaults installed. The effect of the work upon public officials and other employees of local governments has been tremendous. The initial indifference or even hostility which was frequently reported in the early correspondence and field reports disappeared as time went by. Funds were appropriated by these very officials when needed for publication purposes. When the workers were withdrawn from the public record rooms because of the curtailments in our budgets, angry protests frequently replaced the earlier attitudes of indifference or tolerance. The purposes and usefulness of the survey had become clearer in the public mind.

This brings us to local participation and the part it must play in a future program. The scope of this paper does not permit adequate treatment of this important factor in the survey's success and the brevity of our reference to it is due only to the limitations of time. Let me say at once that in my opinion the events of 1939 which caused the abolition of the five federal projects, popularly known as the Arts Projects, greatly strengthened the Historical Records Survey. What appeared then to be a tragedy to some, turned out to be a blessing. When Congress determined that local legal sponsorship was necessary, the supervisors were forced to obtain local financial support, which brought with it an increasing interest and then participation. I desire to add quickly, but with equal emphasis, that had the survey been initiated as forty-eight autonomous projects, with no strong central administrative and technical controls, the whole program would have collapsed in confusion in less than two years' time. Too many divergent and conflicting points of view were present in the early days to have permitted local control with even a faint promise of success. During the past year evidences have continually appeared in some states to prove that we have been compelled to go too far in the direction of decentralization. There is a middle position be-

tween the two extremes which has been adequately tested and which, most of those close to our administrative and technical problems agree, is solid ground upon which future plans can be soundly made.

Another very important point to consider, in looking forward, is made clear if we glance back another moment. Local participation came when it was needed and wanted in many ways. It came to support and sustain a program which had gone beyond an experimental stage—a program that had a variety of interests and maturing policies. It is quite apparent that this assistance by participation never would have come with the strength it did, had the project not been partly diverted from one or two of its original goals. The introduction of the state and municipal archives inventory work; the manuscript, church records, and the American Imprints and Portraits phases; the work on historic sites and markers; the special bibliographies and other miscellaneous work all served to strengthen the program because it brought greater outside participation. I do not defend certain specific if minor decisions which may not have been wise but I do maintain, with all emphasis, that the policy of diversification proved to be so sound that the projects in forty-seven states, where local interests and forces vary widely, were producing accurate and useful guides and inventories as late as March, 1942. There was little precedent when Luther H. Evans initiated the survey in January, 1936. There will be a great deal of it when the time comes for its continuance. One final and most important factor, which contributed immeasurably to the success of this great undertaking, has been the strong, friendly though objective counsel and ever available support to the director by members of the National Advisory Committee.

Sargent B. Child

Director,
Historical Records Survey

THE PROTECTION OF FEDERAL RECORDS AGAINST HAZARDS OF WAR[1]

WHEN Miss Arbaugh first asked me to take part in this evening's program, she suggested I discuss the work of the Committee on Conservation of Cultural Resources. Since most of us here, however, are interested primarily in records of the federal government, I want to confine my remarks about the Committee on Conservation of Cultural Resources to that subject and will not undertake to discuss what it is doing about museum materials, works of art, library holdings, or historic buildings, or to describe its work in preparing long-range plans for the enrichment and better utilization of the country's cultural resources. But I do want to give you as complete a picture as possible of the whole problem of protecting federal records against the hazards of war and of the services that will be available to you in providing such protection for the records of your own agency.

This war is the first in which it has been possible for the enemy—and, let us hope, for us—to wreak serious damage hundreds and even thousands of miles behind the fighting lines. Until recent weeks every day's dispatches from London gave us an impressive picture of the destructive power of the bombing plane. Libraries, museums, and government offices have been smashed along with homes and docks and factories. There is no ground for assurance that we are immune from similar destruction here. Those who realize how essential a part records play in the day-by-day administration of the government and in the prosecution of the war and how important a part of our cultural resources they are must feel a deep sense of responsibility for their effective protection in the face of these dangers.

Many of you have seen a letter of January 12, 1942, from Dr. Waldo G. Leland, chairman of the Committee on Conservation of Cultural Resources, which was sent to the heads of all federal agencies and of the principal bureaus and divisions. This letter attempted to define the existing state of military hazard and to outline a recommended course of action for the protection of materials of cultural, scientific, and historical importance. Shortly afterwards, you may have received a letter of February 7 from the archivist of the United

[1] This paper was presented at a meeting of the Federal Records Conference, April 28, 1942, and subsequently published as Miscellaneous Processed Document No. 42-6 by the National Archives.

States, tendering the services of the National Archives in measures for the protection of federal records. Still more recently you have probably learned of the preparation by the Public Buildings Administration of a code for the protection of public buildings and their contents, which will include records among the objects of its concern. I suspect that by now most of you anticipate that the next move will be the appointment of a co-ordinator of activities for the protection of federal records.

The situation is not as complicated as it sounds, however, and the three agencies concerned have quite different functions in dealing with this problem. The Committee on Conservation of Cultural Resources grew out of informal meetings, beginning in December, 1940, among the heads of federal institutions having the custody of cultural materials and interested persons outside the government. It was formally established by the National Resources Planning Board in March, 1941, with the responsibility of developing plans and promoting measures for the better conservation, wider availability, and more effective use of the cultural resources of the country. Coming into existence on the eve of war, the committee naturally accepted as its first task the formulation of plans for the protection of cultural resources against the dangers that the impending conflict might bring. A memorandum of September 16, 1941, issued by the director of the Bureau of the Budget at the request of the President, gave the committee the specific responsibility of preparing plans for the protection of materials of cultural, scientific, or historical importance in the possession of agencies of the federal government. In the execution of this request, the committee made a careful study of British and European experience, sought expert military and technical advice, and conducted a detailed survey of records, books, manuscripts, museum objects, and works of art in the possession of federal agencies in Washington. On the basis of the information thus obtained, the committee prepared as a part of its recommendations estimates of the nature and amount of bomb-resisting construction that would be needed to afford proper protection to the more valuable government holdings.

The Committee on Conservation of Cultural Resources is a planning agency, not an action agency, and once it had developed its recommendations for protective construction, they were turned over to the Public Buildings Administration on October 15, 1941, for its consideration and possible execution. Lack of available funds pre-

vented the construction at that time of the recommended shelters, and upon the outbreak of war a few weeks later, it was necessary for the committee to formulate another set of plans to provide for the effective protection of important materials without reliance upon bomb-resisting shelters. These were the plans that were communicated to all federal agencies in Dr. Leland's letter of January 12, 1942.

Shortly after the outbreak of war state committees on conservation of cultural resources were established throughout the country. They are in a position to render services to field agencies of the federal government similar to those given agencies in Washington by the national committee.

The Committee on Conservation of Cultural Resources had been thinking for some time in terms of a protective program that would be financed and co-ordinated by some central agency. The logical agency was obviously the Public Buildings Administration, since the protection of records cannot be dissociated from the protection of the buildings in which they are housed, and since the task of arranging for space outside Washington to which records could be evacuated would also be a normal function of the Public Buildings Administration.

This fact was recognized in a letter of January 12, 1942, from the President to the administrator of the Federal Works Agency, of which the Public Buildings Administration is a constituent part, requesting that agency to prepare plans and drafts of appropriate legislation for a protective program. The President directed that the program should include materials in federal buildings as well as the buildings themselves and specifically mentioned records.

I would prefer that a representative of the Public Buildings Administration give the details of that agency's plans, but since Mr. Graf, who is a member of the Committee on Conservation of Cultural Resources, and I have assisted in preparing the sections of the Public Buildings Administration's code on air-raid protection dealing with records and other materials, perhaps I can give you a general picture. The Public Buildings Administration appointed an Interdepartmental Advisory Committee to draw up a code outlining protective measures that should be taken for activities, building, personnel, and records and other materials. Mr. Thompson, our presiding officer tonight, is chairman of that committee. Chapter X of this code deals with the protection of materials and is based prin-

cipally on the plans developed by the Committee on Conservation of Cultural Resources. The measures to be taken, as established by the code, depend on the importance of the activities of an agency in the war effort and the degree of danger from enemy attack existing at a given place and time. The individual agency is responsible for carrying out all measures except those involving construction; the Public Buildings Administration undertakes essential construction and provides funds for the protective measures undertaken by the individual agencies. This does not mean, of course, that the Public Buildings Administration will put up a bombproof shelter for every agency that wants one or microfilm all the records of the federal government. What it will be able to do will necessarily be limited by the available funds and materials and the necessity of doing first things first. An initial appropriation to the Public Buildings Administration of $12,500,000 to enable it to get the protective program under way has passed both houses of Congress and is now in conference.[2]

The agency that has the most immediate interest in all federal records is, of course, the National Archives. Certain measures for the protection of records require its approval, such as the transfer of records to the archives building, the microfilming of records if subsequent disposal of the originals is contemplated, or the disposal of useless records, which may be necessary to provide adequate space for the safekeeping of more important records. In all other measures to insure the physical safety and the integrity of records of the federal government the archivist of the United States has a direct interest.

A staff committee was established in the National Archives on December 8, 1941, "to make recommendations to the Archivist regarding the protection of the National Archives Building and its contents, including personnel, and of records of the Federal Government in general against the hazards of war." The National Archives has on its staff specialists in the appraisal, packing, storage, and microfilming of paper records and in the care of photographs, microfilms, motion pictures, and sound recordings. The services of these specialists are available to all agencies of the government that may desire assistance in planning for the protection of their records. The National Archives building is probably the most nearly bomb-resisting federal building in Washington, and direct assistance can often be given by the transfer of records to the archives.

[2] The act containing this appropriation (Public, No. 528, 77th Cong.) was approved by the President, April 28, 1942.

The set-up, then, is that the Committee on Conservation of Cultural Resources is a planning committee in the executive office of the President to formulate general plans for the protection of materials of cultural, scientific, and historical importance; the Public Buildings Administration in this instance is an action agency to make working plans for the protection of all federal property and execute them or finance their execution; the National Archives has legal responsibilities in connection with certain types of protective measures and is in a position to give technical advice and assistance in others. Perhaps I have spent too much time in describing the activities of these three agencies in connection with the protection of records, but I have felt that a clear understanding of their respective functions on the part of the records officers of the various federal agencies is a matter of importance.

Many of you, I know, have already familiarized yourselves with much of the material that has been published on the protection of records, and others will want to do so. The basic document with which you will want to become thoroughly familiar is the code on air-raid protection for federal buildings to be issued by the Public Buildings Administration, as this will provide you with the general regulations affecting the protection of federal records. The best technical treatment of the problem is *The Care of Records in a National Emergency*, prepared by two committees of the Society of American Archivists and published as *Bulletin* No. 3 of the National Archives. The Committee on Conservation of Cultural Resources has had a large reprint of this bulletin made, and copies are available here tonight for any of you who are interested. A more recent and more general publication is a handbook entitled *The Protection of Cultural Resources Against the Hazards of War*, prepared by the Committee on Conservation of Cultural Resources. Copies will be available within the next few days and may be obtained from my office. This handbook and *The Care of Records in a National Emergency* cover most of the problems you will need to face, though if you want to pursue the subject further, both of them have rather extensive bibliographies. Though protective construction will be primarily a responsibility of the Public Buildings Administration, you will probably be interested in familiarizing yourselves with the general possibilities of construction and of physical alterations of the storage space as measures for the protection of records. Here again there is a considerable literature, of which the most authoritative and useful

publications are those of the Office of Civilian Defense and the War Department. Two of them, *Protective Construction* and *Glass and Glass Substitutes*, are of special pertinence in connection with the protection of records. Finally, everyone responsible for the protection of federal records ought to be familiar with the general policy letter of January 12, 1942, from the Committee on Conservation of Cultural Resources, and with the two documents that describe the assistance available from the National Archives, the archivist's letter of February 7, 1942, to all federal agencies and the *Manual of Information About The National Archives for Government Officials*.

Even after you have talked to all the people on the Committee on Conservation of Cultural Resources and the experts in the Public Buildings Administration and the National Archives and have read all the pamphlets and letters I have mentioned, you will still have a big batch of records on your hands and an uneasy feeling that they may be bombed tonight, and you may still be wondering just what ought to be done next. So perhaps we may spend a few minutes on this point. It all boils down to four major steps:

1. Find out what important records you have.
2. Determine their relative safety where they are.
3. Decide what protective measures are essential and are best adapted to each group of important records that are in danger and form these measures into an integrated and carefully thought out protective program.
4. Carry out the program.

These sound easier than they are, for there are serious difficulties in the way of the formulation and execution of a very effective program for the protection of the records of any federal agency.

To take the first step, finding out what important records you have, it will be necessary to survey the holdings of your agency and classify them on two bases: use and importance. Some records you will find are in daily use and have to remain available in offices or other working space; others are consulted occasionally and must remain available, but in storage if necessary; still others are no longer needed for administrative use and can be placed in dead storage. On the basis of importance, some records are of very great importance indeed; some are important but not indispensable; others have or will have when their current use is ended little or no importance. The National Archives, I am sure, will be glad to consult with you on any appraisal problems.

Some agencies seem to think that when the Committee on Conservation of Cultural Resources or the National Archives speaks of "important" records only things like the Declaration of Independence or letters signed by George Washington are meant. Let me emphasize that every agency has important records. A file of records is important if it is essential to the conduct of the business of the agency, if it guarantees the rights or property of individuals or establishes the rights or property of the government, or if it contributes significantly to an understanding of the policies and operations of the agency. A crude but fairly workable test is to imagine that the enemy has landed on Rehoboth Beach and the army has ordered your agency out of Washington immediately. Suppose only one or two or three trucks are available to move your records and all those left over are to be burned to keep them out of the enemy's hands. In such an imaginary case, what records would you move? Those you would select are the ones that for one or another of the reasons I have mentioned you consider most important, and those are the ones that should receive the maximum possible protection in the situation we are actually facing.

Almost all federal agencies have made a survey of their records such as I have described in filling out the questionnaires about materials in their possession sent out by the Committee on Conservation of Cultural Resources in September, 1941. If the information sent in by your agency is not immediately available to you, the completed questionnaires may be consulted in the files of the committee.

The next question is to decide how much danger your records are in now. Nobody knows, of course, but the best information available would indicate that if they are within one hundred miles of either coast or are in large industrial cities or near important military objectives within three hundred miles of either coast or border, there is quite a good chance that they will be bombed. The Public Buildings Administration will from time to time in the future proclaim that a specific state of hazard—moderate, dangerous, or extreme—exists with respect to federal property in given locations. Such a warning will, of course, officially govern the application of protective measures. The Committee on Conservation of Cultural Resources will also advise from time to time on the hazards faced by materials in the sphere of its interests.

The danger to which a file of records is exposed depends not only on the likelihood of its being bombed but also on the building and

area within the building in which it is located. Surveys of all federal buildings are being made by the Public Buildings Administration to determine the degree of protection afforded and the best shelter areas within each building. Careful use should be made of these surveys by custodians of records in working out their protective programs.

When a clear picture has been obtained of the groups of records in the custody of any agency in terms of relative importance, frequency of use, location, quantities, and degrees of hazards, it is possible to select the particular means of protection best suited for each group. What are these means or methods of protection?

1. The building in which the records are housed can be reinforced to lessen the likelihood of penetration by incendiary bombs and to minimize the effects of near misses by high-explosive bombs.

2. Fire precautions can be increased; implements for dealing with incendiary bombs can be provided; and constant day and night vigilance can be maintained to combat incendiary bombs.

3. The records can be removed to safer parts of the building.

4. They can be transferred to the National Archives.

5. They can be evacuated from Washington.

6. They can be microfilmed.

Measures of the first two types, structural protection and fire protection, will not ordinarily be the responsibility of records custodians, and records will benefit simply from the general precautions that are taken for the protection of the building itself and its occupants and contents. Hence I am not going to discuss these except to call your attention again to the extreme importance of extraordinary precautions against fire in any building housing a large quantity of records.

The other four measures—removal to safer space within the building, transfer to the National Archives, evacuation, and microfilming—will ordinarily be the responsibility of records custodians, and I do want to talk a little about them; but instead of taking them up one by one, I want to go back to the classifications of records on the basis of use and importance that we talked about earlier and attempt to suggest the measures best suited to each type of record.

Your records that are in use every day are all obviously of considerable importance for the transaction of current business if for no other purpose, but the very fact that they are being used constantly makes it difficult to give them any special protection other than the general protection given all the contents of the building.

If they are indispensable records they ought to be microfilmed, provided you can get equipment and the physical form and arrangement of the records are such as to make microfilming practical. One or more copies of the film ought to be deposited in the National Archives or in a safe depository away from Washington for security. Microfilm equipment is precious now, and it should not be used for records of slight importance—there will be little enough equipment to use even on records of the very highest importance.

Records subject only to occasional use may have widely varying degrees of permanent importance. Many of them will have little value after they have become completely noncurrent. It is probably best simply to leave such records where they are, or even to move them from the safer parts of the building to the less safe in order to make room for more important records. Other records among those used occasionally may have permanent importance as a record of the agency's activities and policies. They should be moved into the safest areas of the building remaining after shelter areas for personnel have been set aside. The surveys made for the Public Buildings Administration and technical advice from that agency will assist you in selecting the parts of the building offering the safest storage. A few occasionally used records may be of the very highest importance. If their use is relatively frequent, you may have to keep them in your present building, in the safest space available and with the best protection possible. If the nature and frequency of use of the records permit, however, they ought to be removed. One possibility is to transfer them to the National Archives, where highly bomb-resistant storage is available and where service on the records can be given by the archives staff or, in some instances, by members of the agency's own staff. Another is to send them to a field office of the agency located in the interior of the country, where it may be practical to continue any essential use of the records, or to any other safe space outside of the District of Columbia in which arrangements can be made for service on the records.

The noncurrent records, those seldom if ever consulted in the administration of current business, constitute a vast quantity, and for them adequate protection can be more easily provided. If records of this group have outlived their administrative usefulness and have no permanent legal or research value or are duplicated elsewhere, the thing to do is to initiate disposal proceedings to get rid of them. Disposal will free space and facilities for the protection of more

important records, will aid the paper salvage campaign, and in general will do much to lessen the headaches of records administration.

More important noncurrent records ought, of course, to receive special protection. If there is sufficient reasonably safe space left in their present building after provision has been made for personnel shelter areas and for the storage of important semicurrent records, they can be placed there. This will not often be the case, however, and it will be well to plan for their evacuation, now or later. The Public Buildings Administration has made a survey of available storage space in federal buildings in safe areas not too remote from Washington that can be used for this purpose. A quantity of very usable space has been found, and evacuation of records to these federal buildings will not be too difficult to arrange and carry out. If the records have permanent value, transfer to the National Archives may be possible and may offer a better solution than evacuation.

Noncurrent records that are of the very highest legal, research, or historical importance ought to be moved to safety now—either to the National Archives or to buildings outside Washington and remote from military objectives. On the whole, I think transfer to the archives is the better policy for records of this description. They will be small in quantity, and it will be possible to provide storage for them in the safest areas of the National Archives building. The professional care that they will receive and the complete protection from such normal hazards as fire, insect pests, rodents, and dampness more than overbalance the advantages of evacuation from the city. Especially is this true when the bomb-resisting construction of the National Archives building is considered on the one hand and the many dangers incident to packing and shipping out of the city are considered on the other. If a decided worsening of the military situation should later make evacuation essential, the removal of these records will have been facilitated by their previous transfer to the National Archives, as that agency is specially prepared to handle the problem.

At this stage of the game the records officer of any agency knows his problems thoroughly and has decided what protective measures, if any, will be taken for each group of records in his care. Now comes the job of working out from the decisions he has reached an integrated and detailed plan for the protection of the records of his

agency. He must add up the quantity of records that will need to be filmed, calculate the number and types of cameras, readers, and other equipment and the quantity of film that will be needed and compute the total cost. He must calculate the amount and kinds of storage that will be needed for records he plans to remove from Washington and the number and capacity of the trucks that will be needed to move them. The size, type, and number of containers that will be needed for their shipment must be determined and their cost calculated. He must get together the data that will be needed for his requests for the transfer of records to the National Archives or for authority to dispose of them. He must arrange for all files and volumes that will be moved or given other special protection to be clearly marked and identified so that the completed plans can be executed without delay. Personnel to carry out the plans must be selected, trained, and assigned to definite tasks.

It is perhaps unnecessary to describe further the preparation of final plans, as the problems will be different for each agency; but I do want to emphasize two things:

1. It takes time, and a lot of it, and a great deal of very laborious effort to work out all the necessary details. Plans should have been completed for every agency by now. If they have not been completed for your own agency, push them hard. A satisfactory protective program cannot be improvised after bombs begin to fall.

2. Plans should include not only the records of the Washington office of each agency but of its field offices as well. Though most of the very important records of federal agencies are to be found in Washington, many field records have great value, and they are often exposed to even greater hazards than records in Washington. It is essential that field records be provided for in all protective programs.

If your plans have been carefully prepared on the basis of a thorough study of the problem, executing them should be the easiest part of the job. If you come to the Public Buildings Administration with a specific request for funds, are able to show just how the money will be spent, and can justify the expenditure in terms of the importance of the material to be protected, I venture to say that you will get the money you have to have promptly. If you come to the Committee on Conservation of Cultural Resources or the National Archives with a specific technical problem, I think we can get you the answer immediately. If you come to the National Archives with a specific proposal for the transfer or disposal of records as part of a

protective program, it will be handled with the utmost expedition. The Public Buildings Administration, the National Archives, and the Committee on Conservation of Cultural Resources are ready and eager to help in every way possible, but until problems have been clearly defined and plans definitely worked out there is not a great deal they can do. The real responsibility for the protection of records of the federal government rests where it should, on the people that know those records best—the records officers of the individual agencies.

Collas G. Harris

Chairman, Executive Committee
Committee on Conservation of Cultural Resources

THE EIGHTEENTH CENTURY CHEROKEE ARCHIVES

IT IS common knowledge that various Indian tribes residing east of the Mississippi attempted to preserve their several histories in the eighteenth century. The method usually employed was to entrust various designated persons with the task of memorizing important transactions. These men were expected to produce the matters placed in their care whenever desired. When wampum strings and belts came into general use as mnemonic aids in the delivery of oral messages between these Indians, the establishment of archives became inevitable, since tribal historians could stimulate their memories by means of the wampum. The need for saving the strings and belts of the white and purple beads for ready reference was recognized by many nations, notably by the Iroquois; and a hut or structure of some sort was chosen as an archival deposit.[1] However, it is not generally known that the Cherokee actually preserved documents in their national archives before the American Revolution.

The Cherokee were less barbarous than their Indian neighbors in the eighteenth century. Their achives, located at Chote, the "mother town" and council place of the nation, on the Little Tennessee River a short distance from the site of old Fort Loudoun, were established before 1750,[2] perhaps much earlier. By 1763 the Cherokee realized the wisdom of safekeeping the letters and other documents sent or given to them by the British, for they had lost more than one dispute to the British because the whites were able to produce writings to support their contentions. Ouconnostotah, otherwise known as the Great Warrior, their most powerful chief during the period

[1] On the use of wampum see Frederick Webb Hodge, ed., *Handbook of American Indians North of Mexico,* Smithsonian Institute, Bureau of American Ethnology, *Bulletin* 30, Pt. II (Washington, 1912), 904-909. The famous James Adair relates that the Cherokee also preserved records of events by carving and painting "hieroglyphics" upon the stems of their pipes. Samuel C. Williams, ed., *Adair's History of the Southern Indians* (Johnson City, Tenn., 1930), 455. Adair also noted (p. 350-351) that Attakullakulla, the Little Carpenter, preserved letters from the South Carolina government in a bundle, often showing them to traders to demonstrate the perfidy of that government and commenting that they ought to have been burned in the old year's fire—giving an interesting turn to an archival principle now widely discussed. Northern tribes put records in the shape of red and black "hieroglyphics" on trees in the forests. Plowden C. J. Weston, ed., *Documents Connected with the History of South Carolina* (London, 1856), 227.

[2] See E. B. O'Callaghan, ed., *Documents Relative to the Colonial History of the State of New York. . . .* (Albany, 1856-1861), VIII, 41-42.

1759-1782,[3] was perhaps the first of the Cherokee to place great value upon the talking papers, for he was all too well acquainted with the perfidy of the palefaces. He could never have forgotten that he traveled to Charleston in 1759 in an effort to maintain peace with the British and that his reward was seizure and imprisonment as a hostage. Certainly the Cherokee archives were in his care during the American Revolution.

Preserved in the Cherokee archives were wampum strings and belts, bronze medals given to prominent chiefs by "King George,"[4] and papers on Cherokee history dated as early as 1763 and as late as 1778. Included in the papers were messages (or "talks") to the Cherokee by Indian Superintendent John Stuart, Lord Dunmore, Patrick Henry, and other British and American officials; a copy of one important treaty and an abstract of another; and a map of the proposed colony of Vandalia sent to Ouconnostotah by Stuart. One curious item was a formal certificate attesting the election of Ouconnostotah to membership in the St. Andrews Club of Charleston on November 30, 1773.[5] The most extraordinary document was a letter from Stuart to the Great Warrior of June, 1773, in which the superintendent suggested that the chief persuade a British trader to read the letter to him.[6] No description of the depository has been found, but it was probably Ouconnostotah's own hut or the council chamber of the nation. In any case, arrangements to protect the records were not completely inadequate, since part of them are still in existence and in good condition.

Alas, Oucconostotah and his followers, though able to defend their archives from the weather, were unable to ward off seizure by the palefaces. When the Revolution broke out, the Cherokee

[3] There is a brief sketch of this remarkable Indian, correct except for one or two details, in the *Dictionary of American Biography*. His name is given therein as Oconostota, but the form used above was most commonly used by his English contemporaries.

[4] Medals were widely used by the British, French, and Spanish as tokens of authority among tribal leaders. Small medals were sometimes distributed to all the tribe's warriors as decorative symbols of loyalty. In addition, the southern English colonies gave parchment commissions comparable to letters patent which were recognition of the rank of tribal leaders. The Indians preserved these well and when going to war included them among the objects carried in the war chest.

[5] At the time Ouconnostotah was Stuart's guest at Charleston. Stuart was president of the club, and arranged for the election.

[6] No Cherokee at that time could read English. Communication between British officials and the southern Indians was commonly carried on by writing. Traders and officers in the wilderness translated messages to the Indians and also served as scribes for them. Chiefs and warriors affixed their signatures when necessary by making their marks.

espoused the cause of "King George," and they were a serious menace on the frontiers of the southern states as late as 1780. Toward the close of that year, however, Colonel Arthur Campbell and Lieutenant Colonel John Sevier invaded the Cherokee country at the head of seven hundred militiamen from the backwoods of Virginia and North Carolina. In a preliminary skirmish with the Cherokee on the Broad River of North Carolina on December 16, a detachment led by Sevier defeated seventy Cherokee, and captured "all their baggage &c; in which were some of Clinton's proclamations and other documents expressive of their hostile designs against us." But these papers, which apparently have disappeared, were not included in the national archives. On December 22 the whole American force advanced into the very heart of the Cherokee country, sweeping aside the feeble opposition of the Indians. On December 28, they captured and burnt Chote itself. Ouconnostotah managed to elude the American riflemen, but abandoned the records of his nation in the hurry of his flight. Wrote Campbell to Thomas Jefferson, then governor of Virginia, on January 15, 1781, "We found in Okanastoters baggage, which he left behind in his fright, various manuscripts, copies of treaties, commissions, letters and other archives of the nation. . . ."[7]

Fortunately for the historian, a considerable part of these records ultimately found their way into the Division of Manuscripts of the Library of Congress. Jefferson forwarded a copy of Campbell's letter to John Hanson, president of the Continental Congress.[8] In the hope that the papers seized by the militiamen would contain useful information, Hanson requested that they be sent on to Philadelphia. Jefferson relayed this request to Campbell on May 23. Campbell was unable immediately to forward all the papers, for part of them had passed into the possession of the North Carolina officers. After taking copies of certain documents which aroused his interest, Campbell sent the originals in his possession to Jefferson on June 20.[9] He also promised to try to obtain the remainder from the North Carolinians for Hanson, but evidence that he was successful is lacking.

[7] W. P. Palmer, S. McRae, and W. H. Fleurnoy, eds., *Calendar of Virginia State Papers, 1652-1869* (Richmond, 1875), I, 434-437.

[8] H. R. McIlwaine, ed., *Official Letters of the Governors of the State of Virginia* (Richmond, 1928), II, 351.

[9] Campbell to Jefferson, June 4, 1781, Papers of Thomas Jefferson, vii, Library of Congress. Campbell to Jefferson, June 20, 1781, Papers of the Continental Congress, No. 71, Vol. II, Lib. Cong.

But those which he sent to Jefferson were forwarded by the governor to Hanson on December 20,[10] and became part of the Papers of the Continental Congress. They cover pp. 143-222 of No. 71, Vol. II, in that series. Appropriately enough, they have received the title, "Archives of the Cherokees." A list of these documents follows.[11]

1. 1775, Jan. 16, Alex[ande]r Cameron to the Great Warrior Attakullakulla Willinanan and the other Head Chiefs of the Cherokee Nation. A.D.S. 2pp. f°. (pp. 143-144.)

2. 1775, Mar. 23, Talk, Lord Dunmore to the Little Carpenter and the Chiefs of the Cherokee Nation of Indians. D.S. 4pp. f°. (pp. 145-148.)

3. 1763, July 4, "His Majesty's Instructions to all the Governours of his Provinces in America." Printed broadside, sealed, and signed by John Stuart, 1p. f°. (p. 150.)

4. 1774, July 7, Alex[ande]r Cameron to "Friends and Brothers" [of the Cherokee Nation]. A.D.S. 2pp. f°. (pp. 153-154.)

5. 1773, June 3, Talk to the Cherokees. D. 3pp. f°. (pp. 157-159.)

6. 1773, June 1, "Abstract of the Treaty of Cession to His Majesty of Certain Lands for the Payment of the Debts due by the Creek & Cherokee Indians to their Traders at a Congress of the Chiefs of both Nations . . ." D.S. (by John Stuart, etc.) 1p. f°. (p. 161.)

7. 1773, Mar. 30, Alex[ande]r Cameron to Ouconnastotah and the Ruling Chiefs of the Over hill Cherokees. A.D.S. 3pp. f°. (pp. 165-167.)

8. 1771, Mar. 13, Alex[ande]r Cameron to All whom it may concern. (Passport of the "Great Warrior of Chote.") A.D.S. 1p. f°. (p. 169.)

9. 1772, Feb. 5, Alex[ande]r Cameron to "Friends and Brothers" [of the Cherokee Nation]. A.D.S. 4pp. f°. (pp. 173-176.)

10. 1764, Jan. 14, John Stuart to "the head Beloved Man and principal Warriors of the Cherokee Nation at Chote." A.D.S. 2pp. 4°. (pp. 177-178.)

11. 1778, July 5, Edw[ard] Wilkinson to The Great Warrior Occonnistota at Chote. A.D.S. 2pp. 4°. (pp. 181-182.)

[10] Jefferson to Hanson, Dec. 20, 1781, Papers of the Continental Congress, No. 71, Vol. II, Lib. Cong.

[11] I am indebted for this list and for generous assistance in pursuing the history of these papers to Dr. Thomas P. Martin of the Division of Manuscripts, Library of Congress.

12. 1775, Apr. 12, W[illia]m Preston to Ocanastota the little Carpenter, Judge Friend, and the other Chiefs of the warlike Nation of the Cherokees. D.S. 2pp. f°. (pp. 185-186.)

13. 1777, Jan. 24, David Taitt to Aconostota at Chote, A.D.S. 4pp. f°. (pp. 189-192.)

14. [June, 1773], John Stuart to Oukonnestotah Great War Chief of the Cherokee Nation. A.D.S. 2pp. f°. (pp. 193-194.)

15. [June, 1773, John Stuart], Map of "New Province." 1p. f°. (pp. 197-200.)

16.1777, Feb. 6, John Stuart to the Warrior of Chote Oucconnastoté. A.D.S. 3pp. f°. (pp. 201-203.)

17. 1773, Nov. 30, Certificate of Oucconnastotah's membership in St. Andrew's Club (of Charles-Town, South Carolina). Printed form, filled in. 1p. 16°. Signed by John Stuart and James Brisbane. (p. 205.)

18. 1777, Mar. 3, P[atrick] Henry to Ouconostotah and the other Chiefs of the Cherokee Nation. Copy of D. 2pp. f°. (pp. 207-208.)

19. 1777, Nov. 15, P[atrick] Henry to Brother Ouconostotah. D.S. 1p. f°. (p. 209.)

20. Undated, P[atrick] Henry to Brother Ouconostotah. D.S. 3pp. 4°. (pp. 213-215.)

21. 1763, June 30, John Stuart to the Principal Warriors and the Governing beloved Headmen of the Cherokee Nation. D.S. 2pp. f°. (pp. 217-218.)

22. 1777, July 20, Articles of a treaty of peace between the Commissioners of Virginia and the Chiefs of that part of the Cherokee Nation called the Overhill Indians. D.S. 1p. large f°. (p. 221.)

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HISTORICAL RÉSUMÉ OF THE PUBLIC ARCHIVES OF THE STATE OF SÃO PAULO, BRAZIL

THE following text is a summarized translation of the "Resumo Histórico do Arquivo Publico de São Paulo," published in 1939 as an introduction to the catalogue of documents in the archives of that state, in *Publicações do Arquivo Nacional*, Volume xxxvi. A few paragraphs have been omitted, and references to laws and decress found in the body of the Portuguese text have been placed in footnotes in order to maintain as clear an exposition as possible. Furthermore, a brief description of the catalogued material in the Public Archives of São Paulo has been added at the end of the translation of the "Resumo." The work of rendering this description into English has been undertaken with the hope that it will contribute something to our present vague and inaccurate knowledge of archival history and economy in Latin America. The fact that São Paulo is Brazil's most influential state enhances the value of this information to North American archivists.

Resumo Histórico . . .[1]

As the late Dr. Antonio de Toledo Piza has said, the Public Archives of the state of São Paulo constitute a consultative agency of great value for the government, where at any time, the administration of the state and the public will find papers and books preserved therein through which they may inform themselves concerning those facts of the past which may influence the present.

The present Department of Archives of the state had its origin in 1721, being formed of the noncurrent records of the former Secretariat of Government (*Secretaria do Govêrno*), of which Gervasio Rebello was the first secretary. On September 11 of that year, Rebello made an inventory of the books and manuscripts then existing in the files.

Originally, the secretariat was a dependency of the "Palace of the Captain General" of São Paulo. This was never a suitable arrangement, and the office was constantly being moved until the

[1] "Resumo histórico do Arquivo Publico de São Paulo," *Publicações do Arquivo Nacional* (Rio de Janeiro. Ministério da Justiça e Negocios Interiores, 1939), xxxvi, 5-11.

time of Brazilian independence in 1822. When the captaincy general of São Paulo was suppressed in 1748, and annexed to Rio de Janeiro, the old books and records of completed transactions were deposited almost anywhere, as Dr. Antonio Piza has stated, but all those which referred to negotiations still in progress were sent either to the governor of the fort at Santos or to the viceroy in Rio de Janeiro. These records were handled in such a manner that Dom Luiz Antonio de Souza Botelho Mourão, no matter how hard he tried, never was able to find any papers which might serve as guides to the public services up to the time that the government was installed in the old convent in the City of São Paulo. There, in the basement, he assembled rare old books and manuscripts from the state capital [São Paulo], Santos, and Rio de Janeiro, which gave a new beginning to the present Department of Archives.

In 1842, the provincial assembly passed a law on March 8, which established the Public Archives.[2] However, despite the approval of the president of the province, the act was never put into force. Somewhat later Dr. José Antonio Saraiva, president of the province, issued regulations for the archives, May 4, 1855. These rules were altered subsequently in 1857, and again in 1865.[3] [This legislation appears to be the fundamental basis for the organization of the São Paulo archives.]

In 1855, during the administration of Councillor João Alfredo, the Public Archives were found to be "in a chaotic state." Reorganization was undertaken by a commission composed of Diogo José de Andrade Machado, the archivist; Mariano da Purificação Fonseca, assistant to the archivist; Antonio Pedro de Oliveira, chief of section; and Antonio de Magalhães, second officer. At about this same time, the office of archivist was created by the regulations of May 4, 1855; and that of assistant to the archivist by the Law of January 7, 1857. However, the latter post was abolished shortly afterward by the Law of May 11, 1859.[4]

Nearly twenty years later, the Public Archives were again in a state of confusion. Consequently, Dr. José Teodoro Xavier, president of the province, took steps to remedy the situation by creating

[2] Law No. 8, Mar. 8, 1842.

[3] The president was authorized to issue regulations by Law No. 30, May 10, 1854. The changes were effected by Chap. 4, Law No. 1, Jan. 7, 1857; and Chap. 5, Law No. 4, May 4, 1865.

[4] The post of assistant to the archivist was created by Art. 1, Law No. 2, Jan. 7, 1857; and abolished by Art. 42, Law No. 27, May 11, 1859.

another commission. This board, appointed by an order of May 12, 1874, was composed of Candido Roberto de Azevedo Segurado, archivist of the secretariat (*Archivista da Secretaría*); his assistant, Mariano da Purificação Fonseca; and two citizens, Antonio Gomes de Araujo, Jr., and João Batista da Cruz, who were directed to reorganize the establishment.

In 1881, Dr. Laurindo de Brito, president of the province, who took real interest in the archives, asked funds of the assembly which should be sufficient to treat the establishment seriously. In his message, the provincial president reported that "papers were piling up," and that many had become useless because of exposure to dampness. He explained that these records were indispensable to an understanding of the history of the province.

Authorized by the assembly, the provincial president named a new commission charged with the work of reorganizing the Public Archives. This body, composed of Dr. Teófilo Dias de Mesquita and Porfirio Pires Careiro, appears to have labored for only a short time, no records concerning it having been found in the archives.

Meanwhile, in the same year that reorganization was being discussed, the Public Archives were once more thrown into disorder when the hall in which they had been stored was demolished. Consequently, it was necessary to find another location and to provide shelves and other accommodations for the records. In 1882, Antonio de Magalhães was given charge of this work, which was finished in the following year.

During the last administration of João Alfredo, 1885-1886, the Public Archives were reorganized by another commission which was identical in personnel with that named by Alfredo in 1855.

As Dr. Antonio de Toledo Piza has said, "None of the several commissions for the reorganization of the archives, which were named by the provincial government, kept any record of their work." He also stated that while these commissions were functioning, many cart loads of records were carried out of the establishment to be burned, which had never been examined or judged worthless by the commissioners.

The present Public Archives of the state of São Paulo dates from the early days of the republic. In 1892, the Agency of Statistics and Archives was created.[5] This office, besides possessing statistical func-

[5] The agency was authorized by Art. 41, Law No. 15, Nov. 11, 1891; and promulgated by decree of A. J. de Cerqueiria Cesar, president of the state, Mar. 10, 1892.

tions, also was empowered to preserve, co-ordinate, and classify all papers, documents, and books pertaining to constitutional law, political and administrative history, legislation, and geography of the state of São Paulo; and all other documents which the government might consider proper. The agency was placed under the supervision of Lieutenant Colonel Francisco José da Silveira Lobo, and the archivist was João Candido de Carvalho.[6]

Meanwhile, as the statistical requirements had not been met by the decree establishing the agency, the state congress enacted further legislation which divided the office into three sections, greatly enlarged its functions, and increased its personnel to twenty-six employees.[7] The third section constituted the archival establishment.

The organization of the library also dates from 1892. This part of the institution was enriched in 1903, by the acquisition of various official publications and four thousand different works. It forms today a specialized library which includes valuable collections of general laws, provincial laws, laws of the republic, royal letters, provisions, messages, reports, annals, legislation; publications of the several states of the Brazilian Union; and reviews, journals, and other periodicals, totalling more than ten thousand volumes. The entire library has been labelled, catalogued, and arranged in sections.

One more commission was named on March 16, 1906, to select papers, documents, and books found in the archives for the purpose of disposing of useless items. The commissioners were Drs. Adolfo Botelho de Abreu Sampaio, Eugenio de Andrade Egas, and the well-known Anselmo de Carvalho and Antonio Egídio Martins. Senhor Benedito Angelo de Oliveira was named an auxiliary member of the commission.

This commission performed its labors most conscientiously, particularly that portion of it which was concerned with the burning of useless papers and books. Those selected were examined minutely by all the members of the commission. Their reports were transmitted through the Secretary of State for Interior Affairs in order that the entire commission should have information upon the work of other members.

Subsequently, the Agency of Statistics and Archives was again

[6] The assistant to the archivist was Mariano da Purificação Fonseca; and there were two copyists, Anselmo de Carvalho and José Jacinto Ribeiro, as well as a servant, Francisco Augusto da Cunha. See p. 6 of the Portuguese text.

[7] Law No. 116, Oct. 1, 1892, which was put into effect by Decree No. 124, Nov. 11, 1892.

reorganized in 1911. Its staff was increased to thirty-two, and another statistical section was added.[8] Other changes in the staff were effected in 1925.[9]

By an act of the state congress, December 9, 1927, a new commission was named by the state government. This board was charged with the selection, cataloguing, arrangement, and labelling of the papers and books deposited in the agency. The commissioners were Drs. Djalma Forjaz and Antonio Paulino de Almeida, who, aided by several employees, selected no less than fourteen tons of useless papers for destruction. The commission transmitted daily reports to the Secretary of the Interior. At the same time, the work of cataloguing and arranging the remaining records and books was carried on.

Since 1935, the condition of the Public Archives has been improved. A *mapoteca,* or division of maps, has been organized. In order to acquire cartographical material, the agency wrote to the governors of the states, the prefects of the federal district and the state capital, and especially to the prefects of interior localities, requesting them to send in maps of municipalities, and plans of cities in order that these might become better known not only in their own neighborhood but outside of it as well. Plans are being considered to make this a Brazilian, and particularly a *Paulista,* map collection. Today there are nearly seven hundred maps, including those of the federal district, Acre Territory, and the other Brazilian states.

The Agency of Statistics and Archives which had existed since 1892 was divided in 1938. The statistical sections were incorporated into the Department of Statistics.[10] Until the latter year, the first three sections had been engaged in statistical work, while the fourth comprised the archives. However, by a decree of July 1, 1938, the Public Archives itself was reorganized, its functions being greatly amplified, although its personnel was not augmented.[11]

As constituted at present, the Public Archives of São Paulo has at its head a director, Dr. João Lellis Vieira. For administrative purposes the institution is divided internally into three sections: Ad-

[8] Art. 70, Cl. C, Law No. 1245, Dec. 30, 1910; promulgated by Decree No. 2187, Dec. 26, 1911.

[9] Decree No. 3868, July 3, 1925.

[10] Separation was effected by Decree No. 9036, Mar. 14, 1938; and the transfer of the statistical sections to the Department of Statistics was regulated by Decree No. 9330, July 15, 1938.

[11] Decree No. 9285, July 1, 1938.

ministrative, Historical, and Despatch and Accounts, each of which has at its head a chief of section. In addition, there is a Porter's Office. The Administrative Section is staffed by four clerks. The Historical Section consists of the same number of clerks and a restorer of documents. The chief of this section also bears the title of archivist (*arquivista*). The present archivist is Dr. Antonio Paulino de Almeida. The Section of Despatch and Accounts has four clerks and an aide. The Porter's Office consists of a chief porter, an assistant, and four messengers. The total number of regular employees was twenty-four in 1939, but there were several temporary clerks as well.[12]

All books and papers of the colonial and imperial periods are in the custody of the Historical Archives, as well as some administrative records of the republican period. In addition to the files listed in the printed catalogue, there is a considerable body of uncatalogued material, consisting of bundles (*maços*) of civil and criminal processes, inventories and wills of the city of São Paulo and Sorocaba, which were in litigation during the sixteenth, seventeenth, and eighteenth centuries; as well as the criminal proceedings from the files of the clerk of the jury of São Paulo, transferred to the Public Archives in 1899.[13]

The Catalogue

The catalogue of the Department of State Archives of São Paulo is also printed in *Publicações do Arquivo Nacional*, xxxvi, 33-191. It consists of four parts: the first being an alphabetical list of manuscript volumes of the colonial period; the second, a similar list covering the imperial régime, and also including some records of republican times; the third, a list of uncatalogued bundles (*maços*); and the fourth, a shelf list of uncatalogued records of the imperial epoch.[14]

The colonial records comprise the extant archives of the old Secretariat of Government (*Secretaria do Govêrno*) of the captaincy

[12] This summary is based upon the list of personnel given on pp. 9-10 of the Portuguese text.

[13] According to Law No. 666, Sept. 6, 1899.

[14] The catalogue is divided into the following sections: "Tempo Colonial: Catálogo dos livros manuscritos existentes no Departamento do Arquivo do Estado e pertencentes à extinta Secretaria do Govêrno," 33-60; "Tempo do Império (Abranje principios do periodo republicano)," 61-150; "Maços de papéis existentes nas Salas 9 e 10," 150-159; and "Papéis da Antiga Secretaria do Govêrno, Classificados por Secções, Anos e Meses—1ª, 2ª, e 3ª Secção," 159-191.

and province of São Paulo, 1612-1822. The files consist of records made in the secretary's office or received there in the transaction of official business. They relate to many phases of the civil, ecclesiastical, and military government of the province; and its relations with both the viceregal administration at Rio de Janeiro and the municipal authorities within its own boundaries. There are royal letters of the king and viceroy (*cartas regias*); *avisos*, or orders signed by a minister in the name of the king; proclamations, decrees, royal provisions (*provisões*), land grants (*sesmarias*), and titles (*titulos*). Included among these are communications to the bishops, and letters to and from the military authorities. The latter concern defense of the frontier, enlistment of troops, equipment of regiments, and naval affairs. There are also documents concerning municipal matters, and a good many papers relating to the administration of both civil and criminal justice.

The records of the imperial period are similar in character to those of the colonial epoch, but the files listed in the catalogue indicate greater differentiation of governmental functions than existed in the preceding period. This section includes *avisos* of a number of departments such as those of Imperial Relations, Agriculture, Foreigners, Finance, War, Justice, and Marine. Incorporated in this part of the archives are the acts (*actos*) of the provincial government, 1851-1889; records of the provincial assembly, 1842-1889; judicial and municipal communications; police records; ecclesiastical records concerning bishops and curates; and a considerable body of material concerning slavery and emancipation. There are also records of elections, public works, land grants, and military affairs.

The uncatalogued material relates principally to the municipalities and also to the Secretariat of Government (*Secretaria do Govêrno*) of the imperial period.

Ralph G. Lounsbury

The National Archives

REVIEWS OF BOOKS

EMMETT J. LEAHY, Editor
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Guide to the Manuscript Collections in the William L. Clements Library, compiled by Howard H. Peckham, Curator of Manuscripts. (Ann Arbor, Michigan. University of Michigan Press; London. Humphrey Milford, Oxford University Press, 1942. Pp. xvi and 403.)

No person who has used the Clements Library but has been amazed at Mr. Peckham's intimate acquaintance with the minute detail of the great mass of manuscript collections under his charge. As to the importance of these collections it need only be said that any modern student of the history of the American Revolution if doomed to be marooned on a desert island with one great source repository in his chosen field would undoubtedly choose the Clements Library to share and to solace his exile.

Mr. Peckham goes about his work in characteristic fashion. The various collections are listed by name in alphabetical order. Each one has a brief and business-like introduction explaining the provenance and nature of the material, followed by an alphabetical list of the authors of letters and documents in the collection. There follows an appendix containing a topical and chronological list of the collections, and one with a short summary of the maps in the manuscript collections, by Mr. Lloyd A. Brown. The index of 111 pages includes the name and title, with dates, approximate or exact, of each letter writer. There are also a few geographical entries. This index in itself is a valuable aid to research quite independent of the collections indexed in it. American historians are under deep obligation to Mr. Peckham for fashioning for them so valuable a tool as this volume. The University of Michigan Press has brought it out in a format worthy of the excellence of its contents.

THEODORE C. PEASE

University of Illinois

Preliminary Reports of Subcommittees on Records Administration, prepared by the Interdepartmental Committee on Records Administration sponsored by the United States Civil Service Commission. (Washington, D.C. August, 1942. Pp. v, 77.)

Recognizing the need for an exchange of ideas between government employees engaged in records administration, and the need for an organization of such persons for the purpose of studying and promoting good practices in this field, last year the Civil Service Commission sponsored a group of discussion meetings out of which grew the Interdepartmental Committee on Records Administration. After its organization and objectives were estab-

lished, this committee divided itself into seven subcommittees to study and to report upon specific phases of records administration. The preliminary reports of six of these subcommittees have been completed and published by the Civil Service Commission.

These reports should be an effective means of bringing the experiences and practices of various agencies to the attention of all persons engaged in mail and files work. Whether or not they will be effective depends upon the number of people who read them and the amount of active interest and creative thought that they provoke among those people. The records of the federal government stand sorely in need of better and more effective administration. Such reports as these can point the way towards the needed improvement: It is the employees who are individually charged with responsibility for operating file rooms and mail rooms in the government who must achieve the final results. If these reports will cause each person who reads them to make one improvement in the services for which he is responsible, no matter how small each improvement may be, they will have earned their way countless times.

In these times of emergency it is extremely difficult and often unwise to attempt the outright installation of a wholly revised records program. Most of the records systems in Washington were inadequate in peace times. They have been seriously ruptured by the tremendously increased requirements of the war. As a result, most of the employees of records offices are occupied in repairing individual breakdowns rather than in the orderly installation of an over-all program of records administration. Under skillful administration, however, these two objectives can be sought together and can be achieved together. If the records administrator of an agency has carefully mapped out the ultimate program which he plans to install, he can make each job performed by his staff, regardless of its immediate purpose, a step towards the final establishment of that program. In work of this type the combined reports of the subcommittees on records administration is particularly useful.

Of the seven subcommittees, the reports of only six were completed in time for this publication. These reports are titled: Receipt, Distribution, and Dispatch of Communications; Preparation for Filing, Filing Procedures, and Search and Charge-Out Systems; Classification Manual and Terminology; Retirement and Disposal of Federal Records; Space and Equipment Standards Including Forms; and Personnel Training and Standards. The seventh report, on organization and administration, will be included in a later publication of the committee. In preparing these reports the subcommittees examined carefully into the detailed practices of several of the more progressive government agencies.

I found the report on Receipt, Distribution, and Dispatch of Communications particularly lucid and informative. It is true that few, if any, systems can be transplanted bodily from one agency to another. The underlying principles

of the systems discussed in this report, however, will, if analyzed in the light of each individual's requirements, promote profitable thought and disclose useful applications.

The report on the Classification Manual and Terminology is particularly helpful to operating officials in agencies having long established central files. The classification systems in some of these files have been in operation so long that the original principle upon which they were based is too often forgotten in their day to day use and maintenance. This report discusses the underlying principles, advantages, and unique characteristics of several of the more commonly used systems of classification and codification. It is not a critical review, but the inadequacies and fallacies of several systems are readily apparent to a critical reader.

The problem of office space is of paramount importance in Washington at this time. The report provides for an attack on this problem from two angles: (*a*) the reclamation of space by the retirement and disposal of inactive and valueless records and (*b*) the proper utilization of space by the application of sensible standards. The complex and generally misunderstood regulations governing the disposal of government records has caused most records officers to put off such projects until tomorrow. The subcommittee's report on this subject can be instrumental in overcoming this mental inertia and in breaking a log jam of obsolete and inactive records of almost unbelievable proportions.

The personnel of the subcommittees of the Interdepartmental Committee on Records Administration obviously expended much time and thought on these reports. They can be of great value to the government at a time when there is critical need of independent records administration. They will not be of value unless they are read, studied, and translated into practice by the persons responsible for records administration. A careful reading of each report is recommended.

Lt. (j.g.) W. Grant Boyer, U.S.N.R.

The Navy Department

Emmett J. Leahy, "Records Administration and the War," *Military Affairs*, VI, (Summer, 1942), 97-108. Also separately issued by the National Archives as Miscellaneous Processed Document No. 43-3.

An important by-product of the war is its stimulation of administrative reforms which should have taken place years ago. "Records Administration and the War" urges a systematic program of records management in the interest of greater efficiency in the war effort. It is sad that one must "cry havoc and let slip the dogs of war" to gain acceptance for an obvious aid to better administration in peace or in war.

Mr. Leahy begins by stressing the tremendous volume of federal records, the value of about five percent thereof as the "memory" of the government, and the fact that systematic management of records has lagged far behind

other phases of public administration. While every agency has some sort of filing system, if this system is not designed as a working tool adapted to the functions and organization it serves, it becomes a burden rather than an aid. Great effort may be spent in filing, tracing, and cataloguing the ninety-five percent of useless records, while the vital five percent are unaccounted for. The reviewer recollects a federal office where the burning of the central files was a cause of great delight to the operating officials. Effectively used, records are essential in co-ordinating and providing continuity to administration. But if records are inaccessible, badly arranged, and cluttered with "junk," administrators will try to get along with what they have in their desk drawers, sometimes with damaging effect.

Systematic records management begins with the elimination from current files of inactive material of permanent value, which should be turned over to the archivist of the United States, and inactive material of no value, which should be disposed of as waste paper. Mr. Leahy points out the need for preventing new accretions of valueless files by establishing categories of items to be withheld from files, and categories to be eliminated at specified intervals. Most agencies, however, have large volumes of material the probable reference use of which is uncertain, and this material generally accumulates in warehouses, congestion being dealt with by the renting of additional warehouses. Mr. Leahy suggests the continual review and analysis of files to eliminate material as it becomes valueless.

The article goes on to discuss the uses of microfilming, to reduce the physical volume of bulky records, to insure against the loss of vital documents, as a duplicating process, and to speed administrative action. It is necessary to guard against indiscriminate microfilming of records which are subject to early revision or which do not warrant preservation.

The third and most vital phase of records administration is the planning of a mail and records system to implement and expedite the organization's work. If such a system is made really effective, it will be possible to eliminate the duplication of files which exists in many agencies because executives do not trust the central files to provide the papers they need when they need them. Mr. Leahy suggests the establishment of branch files to serve each operating unit of sufficient size in an organization. While these branches would be under centralized technical direction, they would aim to give service tailored to the needs of the operating unit, and to develop into administrative reference rather than merely files units.

In discussing each phase of records administration Mr. Leahy continually emphasizes the need for trained specialists in the analysis of records from an archival point of view, in the editing and arrangement of microfilm material, and in the development and operation of mails and files service which is fully adequate to meet present day administrative exigencies. Mr. Leahy suggests that each federal agency have a records officer, whose rank and professional

status would parallel that of a budget officer or personnel director. The duties of the records officer would be essentially of a planning, directing, and investigating nature, so that if he were charged with direct supervision of mails and files operations, he would need thoroughly competent unit heads. Mr. Leahy complains justly against the tendency to use the files as a "waste basket" for misfit and incompetent personnel. The reviewer would add the remark that if really adequate records service is to be established on a firm basis, it is necessary to raise the classifications (and required qualifications) of many types of mails and files positions, and to provide the means for a professional career in records work.

Throughout the article Mr. Leahy stresses the relation between records and the administrative processes which produce them, a relation which is unfortunately not appreciated by many administrators. The records officer must have a good working knowledge of administrative technique, and he must operate closely with administrators and management planners, since procedural and records problems are closely interrelated. Likewise his subordinates must have sufficient knowledge of their agency's program and methods of administration to give the service executives require. This need must in many cases be met by in-service training.

Records management is a broad enough field for a book rather than an article, and within the space limitations it is only possible to hint at the areas involved. This, Mr. Leahy has done in such a way as to show incisively the close relation between good records administration and good general administration, and to convince the general reader that mails and files work is not dull as ditchwater nor is it a field for mental weaklings. It is hoped that he will use the present article as the basis for a much fuller treatment of the subject.

COMSTOCK GLASER

Federal Security Agency

Annual Report of the Public Archives Commission, State of Delaware, by the State Archivist for the Fiscal Year July 1, 1941 to June 30, 1942. (Dover, Delaware. Hall of Records, 1942. Pp. 35. Processed.)

This unpretentious little volume makes it clear that within the scope made possible by his extremely modest appropriation and staff, the state archivist of Delaware is carrying forward an intelligent, vigorous, and effective program for the protection and preservation of the archival resources of the state and local governments for which he is responsible.

Officials in charge of record groups throughout the state of Delaware are being made conscious of the importance of proper methods of records maintenance and administration. Useless records are being destroyed after due examination to determine their value, and noncurrent records are being accessioned. It is interesting to note that archives of the state government are being placed in the Hall of Records which are of a type which will make it

possible for the state archivist to be of service to state and local governments, as well as to the genealogists who traditionally haunt depositories of state and local records.

In one respect, this report as well as similar ones now issuing regularly from state archival depositories, is disappointing. Archivists employed by the federal government are now scanning such reports with special interest, looking for an inkling as to ideas or attitudes on the part of state archivists concerning the vast quantities of federal or quasi-federal records now accumulating in the states. Perhaps in so small a state as Delaware there is less reason for the state archivist to be interested in this situation than is the case elsewhere. The fact remains that frank facing of the problem of what to do with the vast quantities of federal records which are being created in the states at an ever accelerating rate cannot be much longer postponed, even though it is admittedly one of the most puzzling of all the administrative problems posed by our federal system. These records, although they result from activities of the federal government, are frequently by their very nature of equal or greater usefulness to state and local officials than to officials of the federal government. For this reason the search for a broadly conceived policy in regard to the handling and disposition of these records, including a decision as to the physical location of the depositories where they should finally come to rest, would benefit from the study and suggestions of state archivists throughout the country.

HERMAN KAHN

The National Archives

Pichardo's Treatise on the Limits of Louisiana and Texas. An argumentative historical treatise with reference to the verification of the true limits of the provinces of Louisiana and Texas; written by Father José Antonio Pichardo, of the Congregation of the Oratory of San Felipe Neri, to disprove the claim of the United States that Texas was included in the Louisiana purchase of 1803. Published for the first time from a transcript of the original manuscript in the Mexican archives; Translated into English by Charles Wilson Hackett, Ph.D., and Charmion Clair Shelby, Ph.D., and annotated by Charles Wilson Hackett. Volume III. (Austin, Texas. The University of Texas Press, 1941. Pp. xxii and 623. $6.50.)

Between 1808 and 1812 in that blessed nineteenth century when all men in general and Spaniards in particular had plenty of leisure and used it well, Father Pichardo set himself to compile a million word treatise on the question of the boundary between Spanish Mexico and French Louisiana. In his leisurely way he accumulated and cited at length vast bodies of source material upon his subject. This third volume is especially noteworthy for materials on the route of De Soto in the Mississippi Valley region. Another extensive section of this volume justifies the boundary line of D'Anville's map and deals with Franco-Spanish transactions from the time of La Salle to 1803.

SHORTER NOTICES

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Federal, state, and local archival agencies are in a very real danger of being flooded into an impotent backwash by the overwhelming productions of records in their jurisdiction. It is almost certain that it will prove impractical to preserve, in the original or in some reduced form such as microfilm, giant accumulations of records because scattered therein is recorded experience from which those of the present and future should draw. Aware of this, there has been much vaporizing among archivists including the writer concerning the absolute necessity of effecting an eclectic system of birth and growth control on public records. During the past year there have been three particularly noteworthy cases of tangible progress toward this end in the federal government. All three have immediate as well as large range results.

One is the Navy's large scale and distinctly effective program for the elimination of unnecessary paper work and by extension unnecessary records. By its nature this program has been more effective against form records rather than general correspondence. This work has been the direct concern of Assistant Secretary Bard and his Administrative Office, particularly the Management Engineer's Staff. It is described in a five-page processed version of a speech by Mr. Bard on August 13, 1942, in Washington to a summer meeting of the Society for the Advancement of Management. Copies can be obtained from the Navy Department.

The second case, directed specifically towards streamlining mass correspondence and reduced filing, is described in part in a fourteen-page processed document, *War-izing Correspondence and its Management,* prepared by Charles H. Niemann, Co-ordinator of Correspondence, U. S. Civil Service Commission, for the Inter-agency Correspondence Management Conference. This work, too, has been extraordinarily successful and deserves examination for possibilities of its application elsewhere. Copies of Mr. Niemann's document, a description of his "Correspondex" and samples of divisional correspondence manuals can be obtained from the Division of Training, Civil Service Commission.

The third case is also a Navy Department project under the direction of Assistant Secretary Bard and his Administrative Office. This consists of a comprehensive program for planning and co-ordinating correspondence and records management in the Navy Department, the shore establishments, and the fleet. It is the first time in the federal government that full responsibility for correspondence and records management has been clearly and exclusively placed upon a specialized staff office, in this case the Office of Records Ad-

ministration. The jurisdiction, work program, and some of the results of this effort including elimination of overlapping and duplication are described by the writer in "Records Administration and the War," *Military Affairs*, VI (Summer, 1942), 97-108. This article has been processed and made available by the National Archives as Miscellaneous Processed Document No. 43-3 and is reviewed in this issue of THE AMERICAN ARCHIVIST.

All three of these programs are significant case studies deserving critical study by both administrators and archivists with a view to adding thereto and extending their application in order to eliminate unnecessary paper work and control the accumulation of public records.—E. J. LEAHY

The Program of Records Administration and Archival Service for the Tennessee Valley Authority (Knoxville, Tennessee. 1942. Pp. 10, Appendix 31, Processed) prepared by the Office Procedures and Standards Staff is a sequel to *A Proposed Program of Records Administration and Archival Service for the Tennessee Valley Authority*, by W. Grant Boyer, reviewed in the July issue of THE AMERICAN ARCHIVIST. The proposed program has been adopted by the TVA and is now being placed in effect in substantially the same form as originally proposed. One of the more noteworthy departures from the original proposal is the placement of the functions of the records officers upon the Office Procedures and Standards Staff. The distribution of this publication, unlike that of the earlier review, is apparently not limited. In view of an almost certainty of this program becoming a pattern for like programs in government agencies it is well worth the effort to obtain a copy of this document describing it.—WILLIAM MULLER

In an article entitled "Early French West Indian Records in the Archives Nationales," *Inter-American Bibliographical Review*, I (1941), 151-190, Professor Lowell Ragatz of George Washington University has included a thirty-one-page "List of papers relating to the French West Indies preceding the Revolution of 1789 deposited in the Archives Nationales in Paris by the Ministry of Colonies." This list was extracted from a manuscript "Répertoire numérique des archives des colonies," compiled some years ago by Pierre de Vaissière and Yvonne Bezard, which may be consulted in photostat form in the office of the Council of Learned Societies in Washington. The collection as a whole embraces approximately 1,650 registers and cartons. The list follows the arrangement of the records. These are divided into six groups: Series A, Administrative acts (*Actes du pouvoir souverain*); Series B, Letters sent (*Lettres envoyées*); Series C, Letters received (*Lettres reçues*); Series D, Defense of the colonies (*Troupes des colonies*); Series E, Personnel (*Personnel individuel*); and Series F, Miscellaneous (*Services divers*), which contains the famous Moreau de Saint-Méry Collection. Under these six headings Dr. Ragatz has listed the individual registers (bound volumes) and cartons (filing

cases) of documents, relating to the Caribbean colonies. Dates are virtually always given and in the case of letters received from officials in the larger islands the names are often provided. For example, under C9—Correspondance Générale, St. Domingue (Haiti) one finds the item "Register 158 Correspondance Générale: M. de la Luzerne, Gouverneur, and M. de Marbois, Intendant, 1787" (p. 173). It is unfortunate that the compiler did not stretch a point and include French Guiana in his list.

To get something is to want more. It is natural, therefore, to echo the compiler's hope that he will some day be able to calendar these valuable papers, which reflect the importance of the French sugar islands as compared with Canada and Louisiana. One echoes also his desire to have microfilms made and deposited here. "With such microfilms in America [he concludes], this precious subject matter would be safeguarded from destruction and, as its importance and its ready availability became known, it would provide inspiration and basic data for a notable series of monographs by a full generation of research students."—Carl L. Lokke

NEWS NOTES

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THE SOCIETY OF AMERICAN ARCHIVISTS

The following persons and institutions were elected to membership in the Society by the Council between October 7, 1941, and September 1, 1942:

Vergil L. Bedsole, The National Archives, Washington, D.C.
Francis L. Berkeley, Jr., University of Virginia Library, Charlottesville, Virginia.
Joseph P. Brennan, Navy Department, Washington, D.C.
Ernest R. Bryan, The National Archives, Washington, D.C.
Adelaide A. Chatfield, Pacific Fire Insurance Company, Brooklyn, New York.
Geraldine Coburn, North Carolina Historical Commission, Raleigh, North Carolina.
Maxcy R. Dickson, The National Archives, Washington, D.C.
Jesse S. Douglas, The National Archives, Washington, D.C.
Major Handy B. Fant, War Department, Washington, D.C.
Don Farran, Work Projects Administration, Washington, D.C.
Mrs. Hope Grace, Treasury Department, Washington, D.C.
Francis M. Hails, Department of Archives and History, Montgomery, Alabama.
William D. Hoyt, Jr., Alderman Library, University, Virginia.
Herman Kahn, The National Archives, Washington, D.C.
John J. C. Macdonough, Walcott Taylor Co., Inc., Washington, D.C.
Newman F. McGirr, The National Archives, Washington, D.C.
Seymour J. Pomrenze, The National Archives, Washington, D.C.
Arthur Pound, State Historian, Albany, New York.
M. Myron Reiss, War Department, Alexandria, Virginia.
Buford Rowland, The National Archives, Washington, D.C.
Rev. Sig. H. Sandrock, American Lutheran Church, Bellevue, Iowa.
Lt. Col. J. M. Scammell, Work Projects Administration, Washington, D.C.
J. B. Speer, Montana State University, Missoula, Montana.
Marie Charlotte Stark, The National Archives, Washington, D.C.
Morris B. Ullman, Census Bureau, Washington, D.C.
Fannie M. Wilcox, Texas State Library, Austin, Texas.
Chester R. Young, The National Archives, Washington, D.C.
Division of Libraries and Archives, N.E. Missouri State Teachers College, Kirksville, Missouri. (Institutional)

Historical Society of Pennsylvania, Philadelphia, Pennsylvania. (Institutional)

The National Archives

A bill to amend the 1939 act to provide for the disposition of certain records of the United States government was passed by the Senate and on March 13, 1942, was approved by the President, becoming Public Law 496, 77th Congress. Under the provisions of this act the heads of agencies are no longer required to submit reports to the archivist with respect to records authorized for disposition subsequent to their disposal, except when disposal has been accomplished by the transfer of records to non-federal agencies, and the archivist is no longer required to make reports to Congress subsequent to the disposal of records.

Improved procedure for the disposal of useless government records and new provisions for the transfer of important permanent records to the National Archives were discussed at a meeting of the National Archives Council on July 28, 1942. The council, composed of the ten members of the cabinet or their alternates, the chairmen of the Library Committees of the Senate and House of Representatives, the librarian of Congress, the secretary of the Smithsonian Institution, and the archivist of the United States, was established by the National Archives Act of 1934.

In order to facilitate the transfer of valuable federal records to the National Archives, the council passed a resolution authorizing the archivist to requisition for transfer: any archives or records that the head of the agency that has the custody of them may offer for transfer to the National Archives; any archives or records that have been in existence for more than fifty years unless the head of the agency that has custody of them certifies in writing to the archivist that they must be retained in his custody for use in the conduct of the regular current business of the said agency; any archives or records of any federal agency that has gone out of existence unless its functions have been transferred to the agency that has the custody of the records.

Discussion on the disposal of useless records included consideration of procedures to eliminate delays now experienced in obtaining final authorization for disposal. Members of the council informally expressed the hope that legislation designed to remedy this situation will shortly be enacted.

At this meeting of the council, the archivist of the United States was elected chairman of the council, the secretary of the Smithsonian Institution was named vice-chairman, and the administrative secretary of the National Archives was selected as secretary. The present incumbents of these offices are: Solon J. Buck, C. G. Abbot, and Thad Page.

The National Archives has received during recent months, partly as a result of the wartime pressure for office and storage space, exceptionally large quantities of noncurrent federal records. Among the larger, more important

groups received are records of a score of customhouses, 1773-1936; the main body of records of the Coast Guard and its predecessors, the Revenue-Cutter Service, the Life-Saving Service, and the Bureau of Lighthouses, 1789-1942; and records of the Public Health Service and its predecessors, 1833-1939. Notable among the many groups received from the War and Navy Departments are records of military departments and divisions in the Middle and Far West, 1858-1921; the World War Selective Service System, 1917-1919; the Planning Branch of the Office of the Assistant Secretary of War, 1922-1934; and the Navy Department Bureaus of Engineering, 1910-1940, and Construction and Repair, 1896-1940. Other important groups received include the principal files of the Biological Survey, 1907-1938, the Commissioner of Fish and Fisheries and the Fisheries Bureau, 1894-1940, the Bureau of Agricultural Chemistry and Engineering and its predecessors, 1868-1942, the Office of Experiment Stations of the Department of Agriculture, 1888-1932, the Commodity Credit Corporation, 1933-1940, the Federal Trade Commission, 1915-1938, WPA Research and Records Projects and their predecessors, 1934-1942, and the Mixed Claims Commission, United States and Germany, 1922-1941.

As a result of these and earlier accessions, the National Archives now has approximately 80 per cent of all federal records in the District of Columbia that are more than fifty years old, exclusive of those of the General Accounting Office. More than 90 per cent of such records of the Senate, the State, War, Justice, and Labor Departments, and the Veterans' Administration and between 70 and 90 per cent of such records of the Navy and Interior Departments and the Civil Service Commission have been received.

Recent publications of the National Archives include *Records Administration and the War*, reprinted from *Military Affairs*, by Emmett J. Leahy, *Archives and the War*, by Collas G. Harris, and *Materials in The National Archives Relating to Labor and Labor Problems* (Reference Information Circular No. 10). The last is restricted in circulation for the present to officials of the federal government.

The archivist of the United States has announced the appointment to the staff of the National Archives of Dan M. Lacy, formerly state director of the Historical Records Survey in North Carolina and consultant for the federal Historical Records Survey; Adeline V. Barry, formerly secretary of the Joint Committee on Materials for Research and of the American Council of Learned Societies and the Social Science Research Council and more recently executive secretary of the Experimental Division of Library Co-operation of the Library of Congress; and Stuart Portner, formerly state supervisor of the Michigan Historical Records Survey. Other personnel changes include the transfer of Vernon G. Setser to the position of senior historian in the Office of the Quartermaster General in the War Department and the commissioning of the following members of the staff who have been called to

military duty: Asa M. Thornton, second lieutenant in the Quartermaster Corps of the Army; James Minogue, lieutenant in the Hydrographic Office of the Navy; Daniel F. Noll, captain in the Adjutant General's Office of the Army; and Jesse S. Douglas, also a captain in the Adjutant General's Office.

The only telegram transmitted by the old House printing telegraph so far located among the records in the National Archives was recently on exhibit in the archives building. It was sent over the machine in 1854. The telegram, in large printed letters on a strip over a foot long, was found in a pension folder. It was sent from a field office in Albany, New York, to the Commissioner of Pensions in Washington, regarding the pension of one Aaron Wright. Royal E. House was given a patent for the printing telegraph in 1848. The first line using the House system was completed in March, 1849, running between New York and Philadelphia. Later lines were established running between New York and Boston, New York and Buffalo, Cleveland and Chicago, Philadelphia and Washington, and New York and Sandy Hook, New Jersey.

Replacing an exhibit at the National Archives of documents pertaining to White House weddings are two exhibits, both of which are linked with the history of the Navy Department. The first, on the establishment of the Navy's bureau system, follows President Roosevelt's dedication of the new Naval Medical Center at Bethesda, Maryland, in observance of the centennial anniversary of the founding of one of the Navy's bureaus, the Bureau of Medicine and Surgery. The second, a series of documents illustrating the War and Navy Departments' use of the V-Mail service, throws light on the V-Mail system which grows increasingly more important as our expeditionary forces go into action on far-flung battlefronts.

The Franklin D. Roosevelt Library

President Roosevelt has recently transferred to the library a file of his correspondence covering his activities as a leader in New York state politics during the years 1913-1920. This correspondence relates to the endorsement and appointment of candidates for federal office and, since virtually all the letters contain discussions of local political situations, the file constitutes an invaluable source for the political history of the state. Other papers received from the President include a diary kept by him during the first three years of his service as assistant secretary of the Navy, 1913-1916, and the manuscript of his book, *On Our Way*, published in 1934.

Papers recently added to the library's Dutchess County collection include abstracts of title and deeds of the Archibald Rogers estate "Crumwold Hall," Hyde Park (1818-1915); deeds, mortgages, and similar documents relating to the Morton estate "Ellerslie," of Rhinecliff (1774-1885); account books of Daniel Wigg, Hyde Park (1839-1878); and account books of S. J. M. Sexton, also of Hyde Park (1858-1862).

George W. Roach, formerly state supervisor of the Work Projects Administration Historical Records Survey in New York, was appointed assistant archivist in the library on July 16, 1942.

Library of Congress

Among recent accessions to the Division of Manuscripts, the following may be considered of particular interest to archivists: miscellaneous documents pertaining to the first Japanese embassy to the United States; seven boxes of papers of Montgomery Blair and Levi Woodbury; 31 rolls of microfilm covering the Thomas Jefferson papers in the Massachusetts Historical Society; 59 packages of transcripts of records relating to the Port of Philadelphia, 1766-1937; 46 volumes and miscellaneous papers of Jacob Gerhard Koch, Amsterdam merchant located in Philadelphia, 1783-1848; 2 boxes of papers of Major Alfred Mordecai and family, 1810-1933; 62 boxes and volumes (additional) of the papers of Henry Rowe Schoolcraft; 5 boxes of papers of James Sullivan Clarkson, including political correspondence, 1866-1917; 1 box of papers of Senor Don Juan Riaño y Gayangos, Spanish ambassador to the United States, dated 1885-1926; a "Commanding Officer's Journal" kept by or for Col. Percival C. Pope while commandant of the marines in California, July 10-August 13, 1894, and enroute to and in the Philippines, April 10-October 6, 1899; 166 letters from the correspondence of William Howard Taft and George William Burton, 1908-1920; two boxes of "Personal Retained Records of School" of the Army Sanitary School, Dental Section, American Expeditionary Forces, December 21, 1917-December 17, 1918, kept by Major William S. Rice; and five volumes of the Final Report of the Commissioners General of the United States of America to the Brazil Centennial Exposition, 1922-1923 (special deposit).

The following persons have received appointments to positions in the Division of Manuscripts: Virginia Massey, Richmond Fairley, J. Beverly Riggs, Donald J. Thompson, and Maud K. Sites. Promotions have been given to Elizabeth G. McPherson and Dorothy S. Vastine.

Committee on Conservation of Cultural Resources

The objectives of the committee as recently stated are: (1) to prepare plans for the protection of materials of cultural, scientific, or historical importance in the possession of agencies of the federal government; (2) to collect and disseminate information and promote measures for the protection of records, books, manuscripts, museum objects, works of art, historic buildings, scholarly and scientific apparatus, and cultural institutions throughout the country against the hazards of war; (3) to engage in long-range planning and the promotion of measures for the better conservation, wider availability, and more effective utilization of the cultural resources of the nation.

Toward the protection of federal cultural materials, the committee has

conducted a detailed survey of books, manuscripts, works of art, museum objects, and records in the possession of federal agencies in the District of Columbia to determine the quantity that would need to be evacuated or given other special protection and formulated the results into a report to the Public Buildings Administration for use in the development and execution of its protective program. It has communicated technical information and plans for the protection of cultural, scientific, and historical materials to the heads of all federal agencies. It also has co-operated with the National Archives and the Public Buildings Administration in arranging for the evacuation of nitrate film from federal buildings in Washington.

Toward the protection of American cultural resources generally, the committee has established state committees in almost every state; has prepared and widely circulated a handbook on *The Protection of Cultural Resources Against the Hazards of War;* has initiated a survey, made with the assistance of the Work Projects Administration, to determine available emergency depositories to which cultural materials can be evacuated upon need; and has prepared and distributed thousands of posters and circulars urging care to avoid the destruction of valuable records and manuscripts in the waste-paper collection program. The committee has worked with a representative of the War Damage Corporation in the development of war damage insurance regulations designed to meet the needs of libraries and museums. It has given wide circulation to a bulletin of the National Archives on *The Care of Records in a National Emergency* and has launched a special nation-wide program for the protection of state and local public records. The committee is now planning a similar special program for the protection of historic buildings.

Toward preserving now the records of this historic time the committee has initiated a nation-wide program for the collection and safekeeping of archival material, books, pamphlets, diaries, manuscripts, photographs, posters, museum objects, and other materials that will record the mobilization of a democratic nation for war and the impact of that war upon our society.

Toward maintaining the continuity and vigor of our cultural life the committee has urged libraries and museums, in addition to their special war services and protective activities, to maintain at the highest level their normal services to the public and to extend their evening and Sunday hours so that war workers may easily enjoy them. The committee is endeavoring to meet the need for a national agency that will be able to conceive of the libraries, museums, archival agencies, and other cultural institutions of the country and their holdings as a rich and integral national resource; that will devote itself to planning for the enrichment of that resource and its conservation for the people; that will stimulate measures looking towards the wider geographic distribution of our cultural resources so that all men throughout the country may share and enjoy them; and that will be able to plan for the more effective continuing utilization of our cultural resources as a source of national strength and of intellectual and spiritual development.

Army Services of Supply

The Army's Services of Supply has established in the Adjutant General's Office a centralized unit for the administration of noncurrent records. On June 26, Colonel Thomas M. Spaulding was designated director of records "to operate and coordinate all activities of microfilming and disposition of records, Services of Supply, under direct supervision of the Adjutant General, and to carry out current policies in relation thereto." Under Colonel Spaulding have been organized the Microfilming Service Section headed by Captain Daniel F. Noll, formerly associate microfilm technologist in the Division of Photographic Archives and Research, the National Archives, and the Records Service Section headed by Captain Jesse S. Douglas, formerly archivist in the Division of War Department Archives, the National Archives.

The Quartermaster Corps Historical Project

An Historical Branch has been established in the Office of the Quartermaster General in Washington, as a part of the program for over-all coverage of the administrative organization and activities of federal agencies concerned in war activities. Lieutenant Asa M. Thornton has been designated historical officer, with Dr. Vernon G. Setser as civilian head of the project, which envisages a comprehensive history of the Office of the Quartermaster General and its field installations during the present war. Much attention is being given to the setting up of a staff of well-trained and experienced scholars and writers. H. W. Thatcher, formerly of the University of Maryland, and T. M. Pitkin, formerly of the National Park Service, have been appointed as assistant supervisors to aid in planning and editing. Other members of the staff are Harry B. Yoshpe, Joseph J. Mathews, Herbert R. Rifkind, James M. Leath, and Edward M. Riley.

Archivists will be particularly interested in the plans for the preparation of a detailed record of the administrative organization of the Office of the Quartermaster General and its relationship to other branches of the War Department and the Army. Economic and industrial aspects of the military supply program will also be stressed.

The Census Bureau

The following news item, appearing in the Washington *Evening Star* on August 17, 1942, is of general interest to readers of this section:

> Draft registration cards, signed by 24,000,000 men in 1917 and 1918, have been transferred from the War Department archives to the Census Bureau and are now available as a source of evidence on age and place of birth for persons lacking birth certificates, it was announced today. The records transferred contain age and place of birth or citizenship information on the draft registrants of the first World War.
>
> In requesting a search of the 1917-1918 draft records, an applicant must furnish the Census Bureau with his name in full, date and place

of birth, permanent residence at time of registration, and the name of the town or city where registered. An application fee of $1 must be paid to cover the cost of the search. If the applicant desires a photostatic copy of his draft card, the total fee is $2, and for certification under seal, $3.

Information on age and place of birth may also be obtained from its population records, the Census Bureau said. Since individual census records are confidential, information contained therein can only be released upon the written authorization of the individual to whom it relates. Information from the draft cards, however, can be furnished to any one as a public record.

Thousands of empty file cabinets, which previously contained draft questionnaires, and other papers relating to the first World War which have been stored temporarily in the open along the Occoquam wharf on Maine avenue S.W., have been turned over to the Treasury Procurement Division by the War Department, it was revealed today.

The cabinets that are still suitable for use are being distributed among other Federal agencies, some of them outside Washington, and the others are being turned over to the Navy Yard for salvage.

Congress authorized the War Department to destroy the World War draft questionnaires. All told, about 50,000 cabinets have been turned over to the Treasury Procurement Division, most of them by the War Department. About 3,000 are still to be disposed of, it was said yesterday.

Work Projects Administration

Sargent B. Child, J. M. Scammell, Don Farran, Donald Thompson, and Mabel Eisenhardt, all of the central office of the Historical Records Survey, have resigned. Mr. Child reports that the publications of the survey continue to be issued at the rate of about forty volumes per month. A checklist of survey publications, containing more than two thousand titles, will be available this fall. "What Is Past Is Prologue," an address delivered by Mr. Child at the June convention of the American Library Association, is now available in processed form and also appears as an article in this issue.

American Association of Medical Records Libraries

A Committee on Archives headed by Irene M. Connors is gathering together the archives of the association to make possible a record of all data of historical or scientific value.

Duke University conducted an institute for medical record librarians July 13-15, 1942. The program included lectures on medical record room functioning and management, indexing, and medical record jurisprudence.

Foreign News

Great Britain

The British Records Association has announced that the annual general meeting of the association and its sections will be held on Tuesday, Novem-

ber 17, 1942, if wartime circumstances permit. The last issue of the *Bulletin* of the Technical Section that has been received by the National Archives library is No. 14. It includes data on book-worm control, the preservation of seals, the handling of carbon copies of documents, the decipherment of charred documents (continued from the previous issue), and the care of damaged documents.

Memorandum No. 3 of the British Records Association was issued in May, 1942. It is so closely related to problems under discussion in the United States that it is thought worthy of reprinting in this section:[1]

What should we try to save?

. . . . . .

1. Records are documents preserved for reference: the manuscript remains of organized business (including family life) in the past. The business may have been public or private, important or unimportant.

2. All records are, by their nature, unique: to destroy them therefore always means destroying knowledge. Other possible waste paper—printed books for instance—may represent pecuniary value, but their loss is very seldom irreparable.

This point of view cannot be too much stressed.

3. On the other hand we cannot keep everything, even in peace-time: much less in war. Hence the very difficult question in our heading.

4. Two queries immediately suggest themselves in the case of any given records—is the knowledge contained in them available to any considerable extent elsewhere? and is it important?

5. As to importance—apart from the obvious cases (the records of well-known institutions or personages) those records have a special claim to be judged important which results from activities that affect a large number of individuals in a great variety of ways, and which in consequence may contain incidentally information of interest for research work in every possible branch of knowledge. Note the importance (to take one example) of detailed records of public accounting from this point of view.

6. Importance may also depend on circumstances. A washerwoman's bills may be important if she washed for Napoleon: the diary or correspondence of a nobody may have value if he lived through an historic period in his country or neighbourhood. Hence, for present purposes, the value of local knowledge.

7. Date is not a sound criterion to go by in general, because in one class a document of (say) 1600 would be a very early and important example while in another it would be late and comparatively valueless. It may be useful, however, to bear in mind, as a guide, that in the case of the public records the rule is that nothing of a date earlier than 1660 may be destroyed.

[1] In view of the profit to be found in the exchange of experience and the difficulties that beset the dissemination of information in war time, THE AMERICAN ARCHIVIST will from time to time reprint significant memoranda and reports concerning the care of records in emergencies.

8. Having settled that an accumulation of records is important, whether on general or special grounds, we have to decide whether we can select from it: and if so on what criteria.

9. If it is a very small accumulation it will save much time, and involve little loss to salvage, to keep the whole. This has an advantage, because discarding subsidiaries is at best a regrettable necessity: often the unimportant documents form a valuable background to the important.

10. If we do select we should have four principal aims:

i. to keep enough to demonstrate fully the nature and scope of the business recorded;

ii. to keep those classes which are specially important from the point of view of Paragraph 5 above;

iii. to preserve wherever possible classes which take the form of continuous series (because they have collective as well as individual value); and

iv. where the mere size of the series and repetitive character of the documents make some sacrifice necessary, to select for preservation examples at regular intervals and, if possible, for periods of special interest.

11. It follows that every effort should be made to preserve records of the types indicated in the schedule annexed.

Schedule

1. The following is merely an attempt to indicate the types of record which are of primary importance: it is not an exclusive list of classes to be preserved. For instance original wills, and marriage settlements, and deeds other than those relating to land, are always worthy of consideration though they are not mentioned specifically below.

2. The records of rating, poor law and other local authorities (including the ecclesiastical) and of commissions, public trusts, endowed foundations and all kinds of public or semipublic institutions, as well as those of public officials, are frequently found in private custody; a specially careful watch should be kept for those.

Representative accounts (generally the ledgers if full series of ledgers, journals and cash books were kept).

All manuscript architectural drawings and plans.

All conveyances and deeds relating to land: and with all cartularies, and registers or schedules of documents concerning title.

All original correspondence and entry books or registers of letters before 1700: and those of later date subject to the suggestions made above.

Diaries subject to provision regarding date as for correspondence above.

All court rolls and other manorial records.

All formularies and precedent books.

All official records of legal proceedings.

All manuscript maps, plans and surveys of lands: printed maps should also receive consideration, for many even of the early ordnance maps are rare.

Minute books and other formal records of proceedings of all kinds.

Formal lists of names, including assessments, rate books, and rentals.

Particulars of sales of land (manuscript or printed), especially marked copies.

It will be seen that our notes, while they do not rule out the museum specimen, do not lay stress on the saving of spectacular individual documents. On the other hand finds of single documents of outstanding general interest have great value as propaganda and we shall welcome reports of them.[2]

Colorado

Herbert Brayer, archivist of the Denver and Rio Grande Western Railroad Company, reports that the archives will move in September into the new quarters mentioned in the July issue of THE AMERICAN ARCHIVIST. The building is located at 16th and Stout Streets, Denver. The archives will be housed on the sixth floor, where vault space and new equipment, limited to some extent by wartime conditions, will be available to receive the records of the company. Since the founding of the Denver and Rio Grande Western archives, Mr. Brayer states, a number of other railroad companies have expressed their interest in similar enterprises. He has been made a member of the Records Committee of the American Association of Railroads, and has worked with several other railroads in developing their permanent archival programs.

Delaware

The *Annual Report* of the Public Archives Commission for the fiscal year 1941-1942 now is available to persons desiring it. The report points out that records from the Adjutant General's Office have been transferred to the archives for the period of the Civil War, the Spanish-American War, and the first World War. Reference is also made to a survey conducted by the archivist, at the request of the governor, of all essential active public records of all state departments and agencies for the purpose of protective microcopying.

District of Columbia

The following announcement has been received from the American University:

Thoughtful administrators in the United States are beginning to realize that the problems connected with the making and keeping of government records can no longer be adequately solved by untrained personnel. Methods that were developed in less critical times have not met the needs of today when government is playing a much more important role than ever before in the life of the nation.

It has been customary in the past to look upon the keeping of current records in the agencies in which they originate as one of the minor clerical

[2] Capitalization and italics have been adapted to conform to the practice of THE AMERICAN ARCHIVIST.

problems to be solved by a competent file clerk with the application of common sense. On the other hand, the handling of noncurrent records by the professional archivist has been largely governed by preponderantly scholarly viewpoints and interests. As a matter of fact, the management of government records, from the time of their creation up to and including the time they are accessible in the archival agency is essentially one problem the different phases of which should be the subject matter of one program of study.

In co-operation with the National Archives, the School of Social Sciences and Public Affairs of the American University is offering an integrated program, intended to serve the needs of those responsible for records both in the file rooms of government agencies and in archival establishments. This program of study includes:

1. a basic course for undergraduates in the management of records, both current and noncurrent.
2. advanced courses in the administration of current records and in the history and administration of archives.
3. advanced courses in administrative history and in historical methods appropriate to the understanding and evaluation of records.
4. basic and advanced courses in related fields that will enable the student to understand the problem of records in its total setting.

These courses should be useful not merely to persons working with current records and to archivists, but also to students of history and of the social sciences in general who wish to become acquainted with the nature and value of one of the main types of materials for research.

Ernst Posner, Helen L. Chatfield, and Louis C. Hunter are lecturers in these courses for the current university year.

Idaho

Ora B. Hawkins, director of the State Historical Society at Boise, reports that the construction of the new State Historical Building has been temporarily suspended due to wartime construction problems. Shirley Hoff has been appointed as assistant to the director, filling the vacancy created by the death of Mrs. Claudia Ross last October.

Illinois

The following announcement has been received from Margaret C. Norton of the Archives Department of the Illinois State Library:

The Illinois State Library some years ago inaugurated a long range program for better care of local archives. To date that program has been carried on largely through correspondence and the co-operation of the Historical Records Survey. Mr. Kenneth Blood, who has been in charge of the Springfield office of the survey since 1936, will continue and expand this work as field visitor for archives in the Illinois State Library.

The Illinois policy is to encourage better care for local archives, particularly county archives, in local repositories. So long as the county is able and willing to provide adequate vault space, and to take proper care of its records, original records of historical interest should be kept in the county. Historical county records which would otherwise have to be destroyed may be deposited in the state archives, to be held until such time as the county can provide adequately for them, or they may be deposited permanently. The state will furnish without cost to the county, certified photographic copies of such deposited documents as are required for the use of its officials.

The arguments for and against centralization versus decentralization have been carefully considered in deciding upon this policy. Centralization would permit greater facility for historical research and, perhaps, prevent a certain amount of unauthorized destruction of records by officials ignorant of or indifferent to their value. Practical problems outweigh the arguments in favor of centralization.

In the first place, the state could not afford to erect a building large enough to house all the important records of its 102 counties, one of which, Cook County, contains the second largest city in the country. Distances are too great and transportation facilities inadequate to permit ready access to records required for occasional local use. That local use of records is the crux of the problem.

County archives are a by-product of county government and as such are necessary to efficient administration. Unlike the older eastern states, Illinois has few historical county archives which are never needed for current business. The forgotten records decaying in court house attics and basements would seem to refute this statement, but this condition is merely the result of overcrowding and inefficient filing systems. Records of identical content and date treated as rubbish in one county are often found in active use in an adjacent county which has adequate vaults and alert officials.

Even if all the supposedly noncurrent historical records were centralized in the state archives, the greater bulk of the legal records, many of extreme historical importance, would still have to be left to the hazards of county record administration. Land records, vital statistics registers and most court records, to name but a few categories, must remain in the county. If the cream of historical records is skimmed off and removed to the state capital, local persons interested in history tend to lose incentive for supporting their county officials in efforts to better their facilities for the care of records.

The archives extension service of the Illinois State Library is not an attempt to coerce county officials, but to co-operate with them in solving their records problems. It advises with them at their request on methods of filing, papers, inks, binding, and equipment. It provides information service on pending legislation. Through publicity directed at librarians, clubs, newspapers, and other influential persons it endeavors to aid officials in getting support for better care of their records. Through microfilm and other transcripts of historical documents it offers a degree of insurance against loss of the originals, as well as answering the need for centralization of records for research purposes.

At the risk of including in the News Notes Section material that may be considered by some of our readers as properly belonging in some other section of THE AMERICAN ARCHIVIST, we are reprinting herewith, because of its timely character, the statement on county records and the war issued last February by the Archives Department of Illinois State Library:

Sixty million native-born American citizens cannot prove their citizenship through acceptable legal records, according to estimates by the U. S. Bureau of the Census. What that means to persons of Japanese, German, and Italian descent can well be imagined. Even ninth and tenth generation Americans are finding it difficult to get defense jobs or to prove their ages to the satisfaction of their draft boards. Thousands of needy persons have had their applications for old age assistance rejected because they could not prove their age. This critical situation is due chiefly to late and inadequate laws and lax enforcement of birth registration requirements, rather than to carelessness about preservation of records already created.

Not only citizenship rights but also ownership of all real estate and some personal property must be established through county records. The importance of deed and mortgage registers is fully appreciated by county recorders, but in very few court houses are these vital records protected by adequate vaults. Citizens should insist that neither the county government nor the individual shall again suffer loss because official records are missing. They will not achieve this goal unless influential persons such as attorneys, teachers, and librarians back their county officials in efforts to provide adequate care for county archives.

Most county court houses are already crowded and the war is making it increasingly difficult to find adequate storage space for records. The demand for waste paper, also, is likely in this, as in past wars, to result in indiscriminate destruction of records, despite the law which makes destruction of legal records without legislative authorization a criminal act. The following list of types of records, grouped according to their use value, may be helpful to county officials and their advisors in selecting records to receive preferential care.

The Archives Department of the Illinois State Library offers consultation service to county officials on their record problems. So long as the county is able and willing to provide adequate vault space, and to take proper care of its records, original records of local historical and legal interest should be kept in the county. Historical county records which would otherwise have to be destroyed may be deposited in the state archives to be held until such time as the county can provide adequately for them, or they may be deposited permanently.

County records recommended for especial protection against the hazards of war:

I. Records which protect rights of citizenship, life and property.
   a. Vital statistics—registers of births, marriages, and deaths.
   b. Naturalization records.
   c. Adoption records.
   d. Records of legalized changes of name.

e. Records of persons adjudged incompetent as spendthrifts, drunkards, insane and feeble-minded. Court decrees later pronouncing them again sane or otherwise competent.

f. Records of commitments to and releases from state charitable and criminal institutions.

g. Probate records, particularly for unsettled estate, guardianship and conservatorship cases. Wills, inventories of estates; reports of administrators, executors, conservators and guardians; court orders and decrees.

h. Land records, including survey records, registrations of deeds and mortgages, records of tax sales and of sales of school and swamp lands.

i. Mine maps.

j. Current chattel mortgage records.

k. Certain authorizations by state departments which do not go into effect until recorded in the County: Registers of

1. Licenses to practice certain professions,
2. Corporate charters,
3. Authorizations to foreign corporations to do business in the state.

l. Marks and brands for live stock.

m. Registers of licenses issued for "shanty boats," peddlars, fishermen and hunters, butter and cheese co-operatives, ferries, mills, toll roads and bridges, etc.

n. Court records, including petitions, appeals, dockets, transcripts of evidence, judgments, decrees and orders, bonds, reports and documents filed with the court, records of unfinished business, etc.

II. Records which affect the property rights of the county government.

a. Deeds and abstracts to real estate owned by the county.

b. Leases in current effect.

c. Contracts, including drawings, specifications, contract papers, bonds, etc.

d. Current inventories of county property.

e. Official bonds and oaths of office.

III. Essential administrative records.

a. Election records.

1. Official lists of county officials (from organization of the county).
2. Abstracts of election returns, particularly those not certified to the secretary of state, as, referenda on commission form of government for cities; annexation and disconnection of territory from cities, towns and villages; local officials not commissioned by the governor, etc.
3. Registration of voters.

b. Records relating to boundaries and organization of special districts, such as drainage, wild life conservation, park, high school, tuberculosis sanitarium, soil conservation, public health and mosquito abatement districts.

c. Records establishing governmental policies, such as proceedings of the board of supervisors or county commissioners, attorney general's rulings, order books, court decrees, official reports (printed and manuscript), etc.

d. Correspondence, limited to that establishing policies, official business with other officials, etc. Routine requests for publications, etc., should not be filed with official correspondence.

e. Financial records.
   1. Receipts into and expenditures from the county treasury: authorizations and account books in particular.
   2. Assessment and tax collection records.
f. Highway department and surveyor's engineering records.
g. Jury lists.

IV. Noncurrent records chiefly of historical interest.

All county records are historically significant because county business affects every individual in the county. For the history of the pioneer period county records are indispensible to the historian because county government was the one cohesive element of community life.

In general it may be assumed that county records have historical value if:

a. A record has survived for at least fifty years.

b. The record has been transcribed or entered in a bound volume. Ledger volumes are expensive, handwriting tedious and time-consuming.

c. The miscellaneous unbound files are the fuller and original documents on which the bound records are based. Many examples of historical records named below will be found only among the unbound files.

Examples of a *few* of the types of historical materials to be found in county archives:

a. Minutes and proceedings of the county commissioners' court or board of supervisors. (The most valuable single set of records.)

b. Records associated with famous persons, notably Lincoln. Records of court cases in which Lincoln and his law partners were associated, also other documents signed by him or in his handwriting. One of the earliest known Lincoln autographs was recently found in a Macon County estray record.

c. Court records, particularly those of the early circuit court.

d. Probate records, particularly proceedings of the probate justices of the peace (-1849), wills and inventories of estates.

e. Land records.

f. Militia rolls.

g. Census schedules.

h. Registers of marks and brands; estray registers.

i. School reports.

j. Early petitions.

k. Road reports.

l. Election poll books.

m. Early assessment and tax collection records.

n. Marriage records.

o. Apprentice records.

p. Bills of sale. Much information concerning treatment of Negroes and evasion of antislavery laws will be found in apprentice records and bills of sale.

q. Records of early criminal trials.

The photographic laboratory of the Archives Department of the Illinois State Library has been put at the disposal of the Office of Civilian Defense

and also of the engineers of the two ordnance plants located at Illiopolis, near Springfield. Films, enlargements, and photostatic copies are supplied and representatives of these agencies are making extensive use of the reading machines belonging to the Archives Department.

Indiana

Christopher B. Coleman resigned his position as acting director of the Indiana State Library, September 1, to give his entire time to the Historical Bureau in which he has continued as director since 1924. On the same date, Harold F. Brigham, former head of the Louisville Free Public Library, Louisville, Kentucky, assumed the office of director of the Indiana State Library, to which he had been elected by the State Library and Historical Board.

The following notice of local archival activity was released by the state library in August, 1942:

While official papers of no value whatever have accumulated in Indiana, other official records of considerable importance have been lost.

More than half of the journals of the two houses of the general assemblies of Indiana Territory, if in existence, cannot now be found. No copy exists of the journal of the special session of the Senate which tried Judge Clarence W. Dearth as late as 1927. A very large proportion of early records of boards of county commissioners and other important local offices have either been destroyed or lost.

Some historic documents were saved only by accident and through the vigilance of a few persons who appreciated them. The check by which the state repaid the unsecured loan of James F. D. Lanier to Governor Morton —the loan which enabled the state government to carry on during the Civil War—was picked out of waste paper on the floor of the basement of the statehouse by the late George Pence and is now preserved in the Indiana division of the state library.

Probably less than half of all of the public records of value, from the beginning to the present time, are in existence now in Indiana. It is probably safe to add that in the storerooms of state offices and in the "bum" rooms of court houses, great piles of material which ought to be sold as waste paper are only nuisances and fire hazards.

The state government began a reformation with the completion of the State Library and Historical Building in 1933. A division of archives was established as part of the state library. Though inadequately staffed and already overcrowded (a large part of the new building has been occupied by the Department of Conservation) it has relieved many state offices of papers which they could not preserve, and it has begun the process of sorting and arranging them.

The state Commission on Public Records, consisting of Governor Henry F. Schricker, chairman, the director of the State Library, secretary, and the secretary of state, and the director of the Historical Bureau, was created in

1935. It and it alone has authority to transfer records and other documents to the archives, to put papers of no active official value but of historical importance in the State Library, and to sell or destroy all papers of no value whatever. Thus far the commission has acted only upon requests of the various state offices, but its suggestions have led in many cases to great improvement.

County commissions of public records were provided for by the legislature in 1939. These consist of the judge of the circuit court, the president of the board of county commissioners, the county auditor, and the county clerk. The clerk is secretary: the commission elects its chairman. The county commissions have duties and powers similar to those of the state Commission on Public Records.

County commissions have been slow to organize. At the outbreak of the war, so far as is known, less than half a dozen had had meetings. Since then, on the suggestion of the state Commission on Public Records, some twenty have reported activity.

The long continued shiftlessness in the past presents some of the county commissions with problems and work which they can scarcely tackle with their present resources. In Indianapolis it was proposed that the Marion County Commission on Public Records sell immense accumulations of tax papers for waste paper, but when it was pointed out that some of them must be preserved permanently, a desirable readjustment proved impossible. Undoubtedly, in many cases, counties will have to provide special funds for the operation of the local commissions on public records.

The creation of state and local war defense councils and other war agencies is calling for increased scope of work and vigilance on the part of all these public records commissions. It is important that new official and semi-official organizations preserve their important records necessary for the history of their organization and activity. When they terminate, selected documents will have to be preserved and made available in state and county archives.

Historically important records from the archives of the parish of St. Augustine, Florida, the oldest parish in the United States, have been received by the Rev. Thomas T. McAvoy, C.S.C., University of Notre Dame archivist. These records, which will be kept in the Notre Dame library for safekeeping for the duration of the war, include fifteen volumes of baptismal, burial and marriage records dating from 1594 to 1763. Also included is the "Golden Book of the Minorcans," which contains the records of the Minorcan colony which came to New Smyrna, Florida, in 1768 and then went to St. Augustine as a refugee group in 1777. This book contains the records of the church wardens of St. Augustine in the 1820's and '30's.

Other items acquired recently for the Notre Dame archives are some two hundred letters addressed to Bishop Simon Brute, of Vincennes, Indiana, which have been missing for over fifty years. They contain valuable history of the Middle West. An important collection of letters written by Mrs. Ellen Sherman to her husband, Gen. William T. Sherman, and other Sherman heirlooms also have been obtained.

Iowa

Fred L. Mahannah, assistant curator of the Iowa Department of History and Archives and superintendent of the Public Archives since September 1, 1939, died on October 12, 1941. Mr. Mahannah developed a "passionate zeal" for the ordering of Iowa's records, and it was largely through his efforts that a substantial, largely fireproof, brick building of two stories and a basement, one block from the State Historical Building, was leased by the state in February, 1942, for use as a storage warehouse for state documents. Ralph Young has been appointed to succeed Mr. Mahannah.

Kenneth C. Colton reports that the task of alphabetizing the census cards of 1915 has taken up much of the Archives Department's time in recent months. The cataloguing of state archives that have been received by the Department of History and Archives since 1928 is a project that will receive attention shortly. Mr. Colton also sends word of the steps being taken to establish an Iowa War Records Commission. A statement covering the organization, purpose, and program of the commission can be obtained from the Iowa Department of History and Archives.

Louisiana

Arthur E. Gropp, librarian of the Middle American Research Institute at Tulane University, has been appointed director of a new "American library" at Montevideo, Uruguay. This library is the third of its kind to be established in Latin America, the others being located in Mexico City and Managua. Mr. Gropp conducted a survey of the libraries and archives of Central America for the Middle American Research Institute in 1937 and 1938.

Massachusetts

Clifford K. Shipton, custodian of Harvard University Archives, reports that Francis P. Keough is now serving in the armed forces of the United States.

Minnesota

Grace Lee Nute reports that the Minnesota Historical Society has lost the services of an archives assistant, whose salary was paid from the proceeds of the sale of discarded documents, because of the decline in the prices paid for waste paper. No state appropriation is available to continue the services of such additional employees. Miss Nute also states that efforts are being exerted to obtain passage by the state legislature of a bill to provide for the establishment of a central microfilm department for the state archives to enable officers to destroy records and save storage space through the microfilming of large bodies of records. Large quantities of official records have been accessioned by the state Historical Society recently relating to banking, forestry, and social security in Minnesota.

Attention should be called to the description of the work of the Minnesota War History Committee by Lewis Beeson in the June issue of *Minnesota History*.

The following release, distributed to the press by the Minnesota Historical Society in September, describes an interesting accession recently made to the society's collection:

> The archives of the Third United States infantry, which is more closely identified with the history of Fort Snelling than any other regiment, recently have been placed with the Minnesota Historical Society for safekeeping. The regiment, which is known as the "Old Guard," is considered the oldest infantry unit in the United States army, since it can trace its history back to 1784.
>
> The Third has served in every American war from the War of 1812 to the World War. It saw service in the Mexican War, the Civil War, and the Spanish-American War. It has been in Alaska, Cuba, and the Philippines. In 1888 it "was ordered to Fort Snelling for home station," and it has been associated with the Minnesota post almost continuously since that time.
>
> During its many years of active service in the Northwest and elsewhere, the Third Infantry has built up an interesting and valuable collection of records. They include letterbooks, pay rolls, muster rolls, and other manuscripts. It has also assembled an interesting group of trophies, flags, and insignia. Because the regiment has been so long identified with Minnesota, it is appropriate that its collections should be entrusted to the state historical society.

Missouri

The Jens Christian Bay collection of Western Americana has been acquired by the State Historical Society of Missouri. This collection includes over three thousand volumes, manuscripts, and maps. The society has also acquired a collection of thirty-two photographs of former highway commissioners of the state and sixty other photographs of significant local buildings and places of historical interest.

New York

The list of Manuscript Division accessions for 1941 made by the New York Public Library was released in the June issue of the library's *Bulletin*, p. 515 ff. Among the items that may be considered of interest to archivists are: accounts of Sir William Andros, governor of New York, 1680-1682; survey books of Joseph F. Bridges, city surveyor, 1826-1851; a diary of Maurice Campbell, federal prohibition administrator for New York, 1927-1930; papers of Henry P. Dering, 1780-1855, including material relative to his work as a collector of customs, postmaster, and military storekeeper at Sag Harbor, New York; papers relative to the services of Henry Glen as

deputy quartermaster general in New York during the Revolution; papers of Joseph O. Hasbrouck, postmaster of Tuthill, New York, 1834-1863; correspondence of Enrique Llorente, Mexican consular agent at El Paso, Texas, 1912-1913, and representative of Francisco Villa at Washington, 1914-1915; papers of the New York City Bureau of Buildings relating to residences of historical significance in Manhattan; correspondence of the Panama Canal Zone Quarantine Officer, February 1-August 28, 1908, with Dr. Groesbeck Walsh, quarantine officer at Corinto, Nicaragua, relative to the yellow fever; order books and letter books containing the official correspondence of the U. S. Revenue Cutter Petrel with the Secretary of the Treasury and the collector of customs, 1867-1873; and papers of Frank P. Walsh, 1911-1939, including papers relating to his work as a member of the federal Commission on Industrial Relations.

Clifford L. Lord, director of the New York State Historical Association, reports that the Lists and Indexes of Executive Orders of Presidents of the United States, both for the numbered and unnumbered series, which he has edited for the New Jersey Historical Records Survey, will be available for distribution in the near future.

North Carolina

Marcus Cicero Stephens Noble of Chapel Hill, a member of the North Carolina Historical Commission since 1907 and its chairman since 1932, resigned from the commission, and Judge Heriot Clarkson, a member since 1923, died on January 27, 1942. Dr. Noble died on June 1. On February 6, Governor Broughton made the following appointments to the commission: R. D. W. Connor of Chapel Hill to fill out the term of Mr. Noble, ending March 31, 1943; Mrs. P. F. Patton of Hendersonville for the term ending March 31, 1945; Miss Gertrude Carraway of New Bern for the term ending March 31, 1947; W. T. Laprade of Durham to fill out the term of Judge Clarkson, ending March 31, 1947; and Mrs. George McNeill of Fayetteville, who was reappointed for the term ending March 31, 1947. The two members whose terms hold over are Clarence W. Griffin of Forest City, whose term expires March 31, 1943, and J. Allan Dunn of Salisbury, whose term expires on March 31, 1945. The commission met on February 21 and elected R. D. W. Connor, former archivist of the United States, as chairman.

The North Carolina Historical Commission has acquired the Heriot Clarkson papers, 1882-1941. Judge Clarkson was a member of the state House of Representatives, 1899; solicitor of the Twelfth Judicial District, 1904-1910; associate justice of the Supreme Court of North Carolina, 1923-1942; and, as noted above, a member of the North Carolina commission for nineteen years and its chairman for ten years.

A house on Main Street, Salem, erected in 1797 for the warden of the Salem Congregation (Moravian), is being restored and fireproofed to house the archives of the Moravian Church in America, Southern Province. "Space for shelving will more than double that in the present archives house, with ample ground for additions should they be needed in the future," says Adelaide L. Fries, the archivist.

Ohio

The Hayes Memorial Library has accessioned the James B. Finley papers relating to the Wyandot Indian Mission at Upper Sandusky during the first quarter of the nineteenth century. Included are letters of Lewis Cass, Thomas L. McKenney, Bishop William McKendree, John Johnson, and Nathan Bangs, as well as the annual reports of the mission and a manuscript history of it prepared by Finley.

The Ohio War History Commission is now issuing an official publication entitled *Communikay*. The masthead carries the slogan "We must collect our records today for the writing of our history tomorrow." Ruth Joseph Fischer is the editor.

The Committee on Private Research, Western Reserve University, of which William S. Dix was director, has been forced to discontinue its activities due to war conditions.

Oregon

According to a report in the June issue of the *Oregon Historical Quarterly*, plans have been made by the Oregon Historical Society for safeguarding its valuable documents from possible air raids. A committee examined various storage places and found that a storeroom in the city auditorium afforded protection from incendiary bombs. A fireproof door was installed as an extra precaution. The manuscript collection will be moved as soon as microfilm copies are made. The work of microfilming is progressing under the direction of Burt Brown Barker.

Tennessee

Mrs. John Trotwood Moore, state librarian and archivist, will have the services of Robert T. Quarles, former archivist of Tennessee, for the coming six months in assembling and arranging several boxes of original court records found in the court house at Gallatin, Sumner County. The records were about to be destroyed when Mrs. Moore secured permission of the judge to save them because of their historical value.

Texas

The death of Charles W. Ramsdell, professor of history, University of Texas, on July 3, removed from the company of historians and archivists one of its outstanding leaders. A specialist in the field of Southern history, Professor Ramsdell was instrumental in greatly expanding the collection of manuscript and archival source materials for Southern history at the University of Texas.

Virginia

Robert Hunt Land, who was until recently occupying the position of archivist in the library of the College of William and Mary, is now serving in the armed forces.

Lester J. Cappon, consultant in history and archives, University of Virginia, has completed a study of the collection and preservation of the first World War records in the several states. This survey, made under the direction of the Committee on Control of Social Data of the Social Science Research Council, includes a proposed program for the collection and preservation of current war records. The survey will be published by the council in early autumn.

Washington

The Department of History of the University of Washington is gathering information concerning the activities of state and local defense agencies in Washington during the first World War. Presumably many of the records of these agencies were collected at the time by war history committees which were appointed for the several counties of the state by Professor Edmond S. Meany. After the war these committees passed out of existence, but a central library in each county was designated as depository for the records which they had gathered. Librarians having custody of these records are invited to report their holdings to Professor Charles M. Gates, History Department, University of Washington.

Under the sponsorship of the Washington Committee on Conservation of Cultural Resources, the Seattle Civilian War Commission appointed a Committee for the Preservation of Valuable Records to circularize the more important business firms and industries and all of the more important governmental offices in the city of Seattle with a letter calling attention to the importance of protecting valuable business and government records and offering technical assistance.

From approximately fifteen hundred circular letters mailed, some one hundred and fifty acknowledgments were received, and of the one hundred and fifty acknowledgments two government agencies and twenty-eight business

concerns, most of them large, requested direct assistance. Technical consultants were furnished to the Seattle war commission by the Washington Committee on Conservation of Cultural Resources.

Wisconsin

A War Records Commission has been appointed by Chairman R. S. Kingsley of the Wisconsin Council of National Defense. Headed by Edward P. Alexander, superintendent of the Wisconsin State Historical Society, the commission will prepare a roster of persons serving in the armed forces from the state, study the making of records by state civilian defense agencies and provide for their preservation, and see that such materials as are essential will be retained and organized for the writing of the history of the defense and war effort of the state.

Louise Phelps Kellogg, widely known for more than forty years as a historian of the Old Northwest and of French colonization in America, died on July 11, 1942. Miss Kellogg joined the staff of the state historical society of Wisconsin in 1901 and continued to serve that organization as research associate until her death. As an editorial assistant to Reuben Gold Thwaites, 1902-1913, she began a series of valuable contributions to the published collections of documents on the history of the American West.

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